University of Nebraska Medical Center
Sponsored Programs Administration

NIH Grant Entry Submission Process

User Manual on grantsERA/RAMS

Revised May, 2007

Access

Access to grantsERA (RAMS)

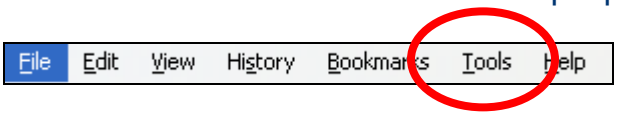
- Contact SPA to gain access to the grantsERA system
  - Principal Investigators
    - Identify administrative staff you will need to have work on your applications
  - Administrative Staff
    - Identify principal investigators you will need to work on their applications
- Allow SPA 24 hours to load personnel and links into the grantsERA system

Download Mozilla FireFox

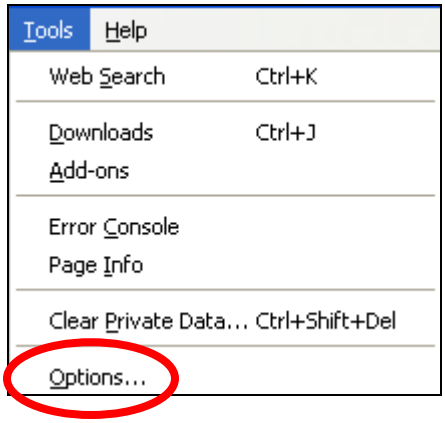
- Mozilla FireFox is the required browser to utilize the grantsERA system
- Download FireFox to your desktop
  - http://www.mozilla.com/en-US/firefox/

Firefox Pop-Up Blocker

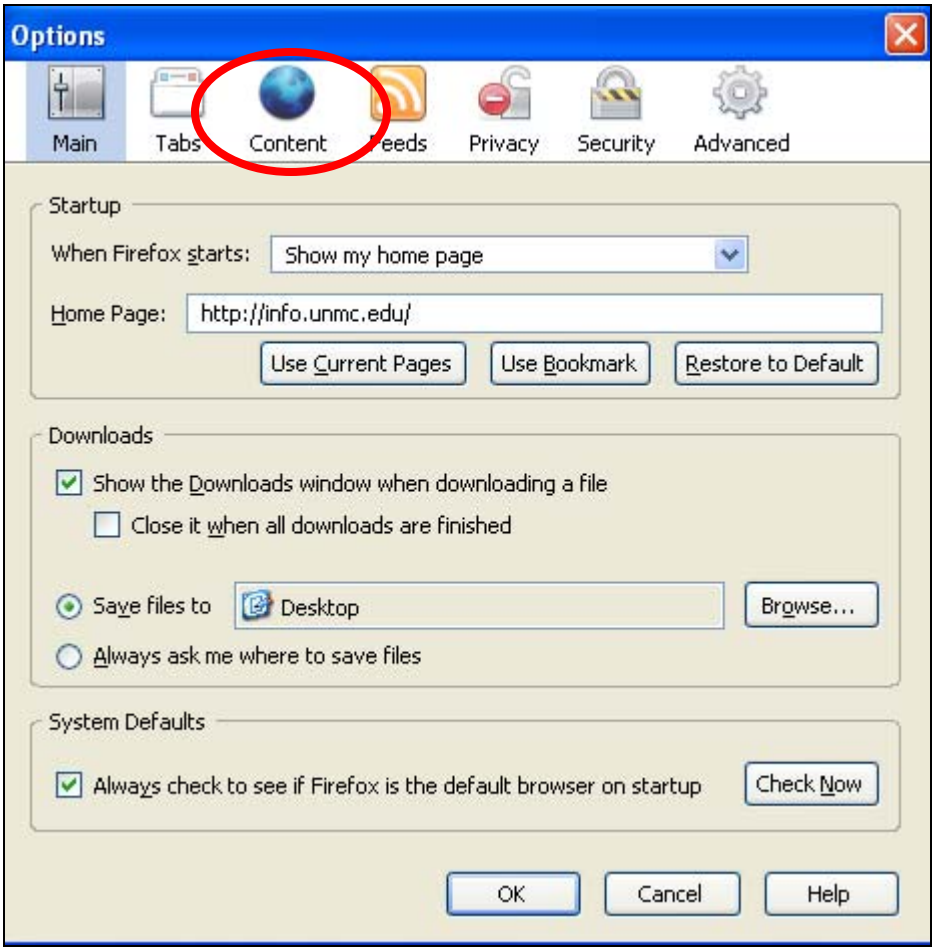
- Use the following steps to turn off FireFox Pop-up Blocker
  - GrantsERA will not function properly if FireFox Pop-up Blocker is on



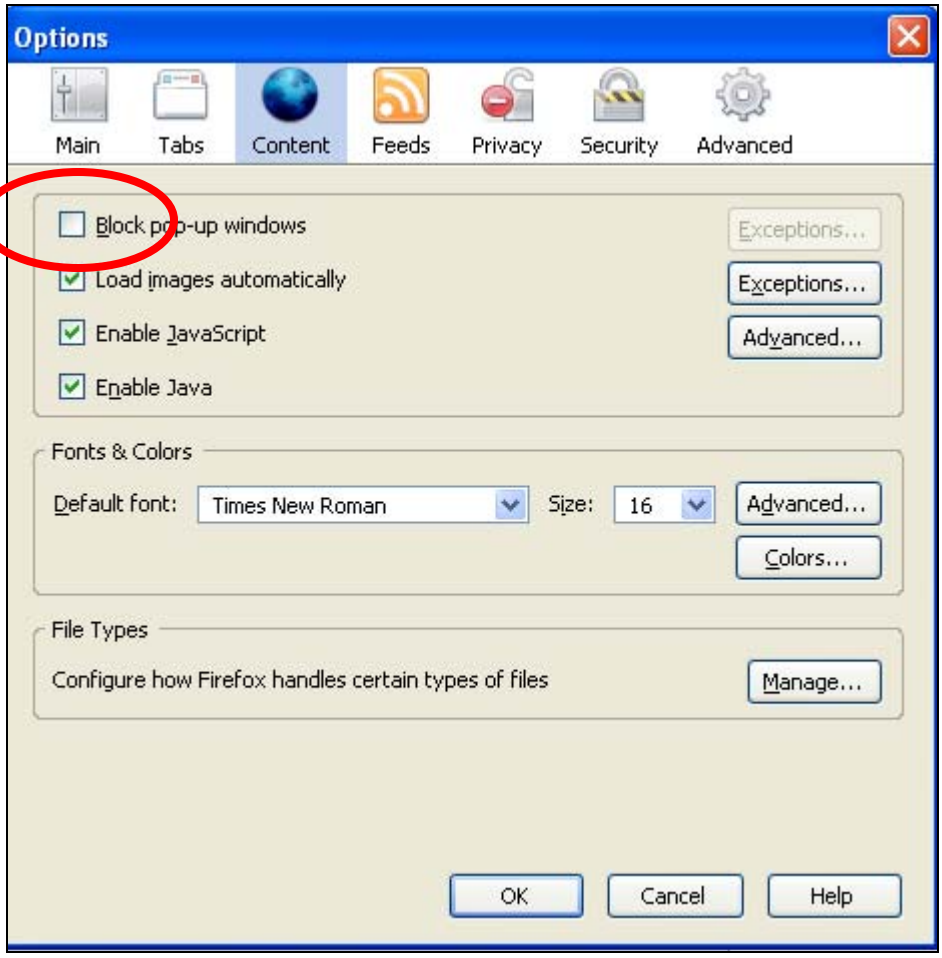
- Click on Tools (see screenshot above)



- Click on Options (see screenshot above)



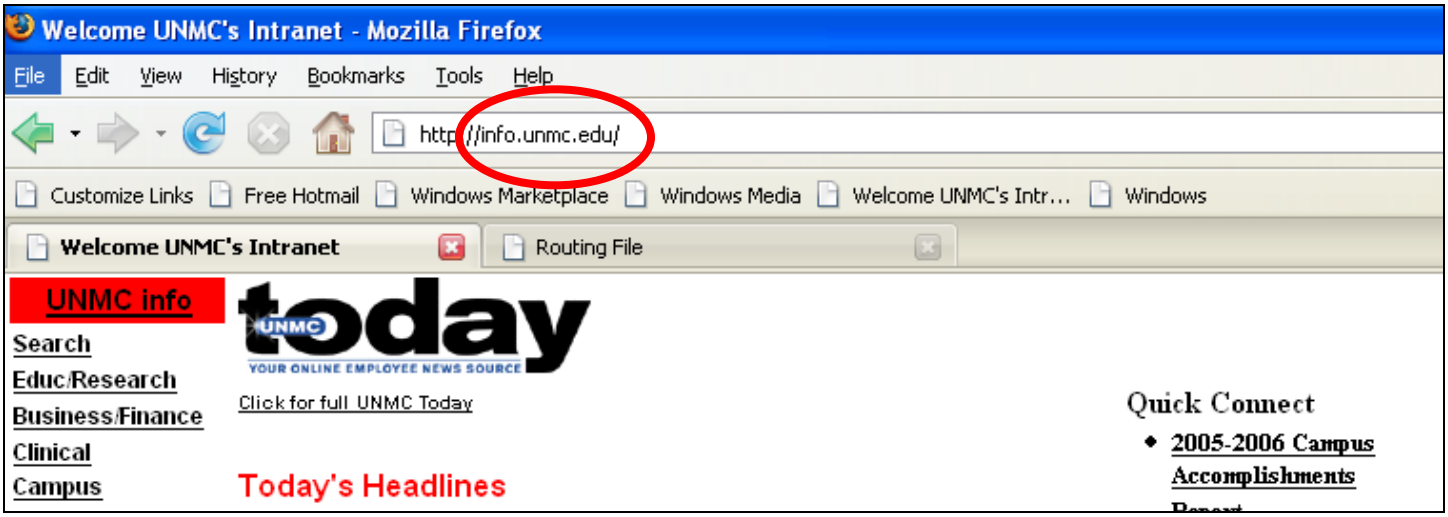
- Click on Content (see screenshot above)

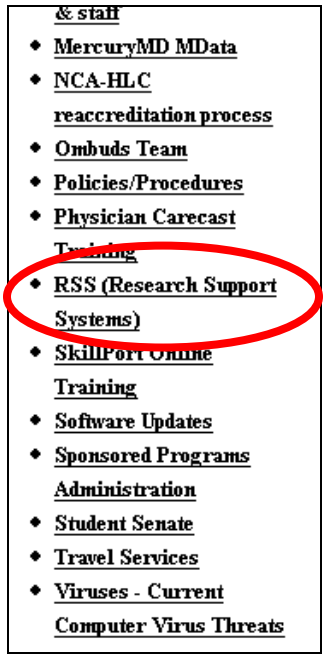


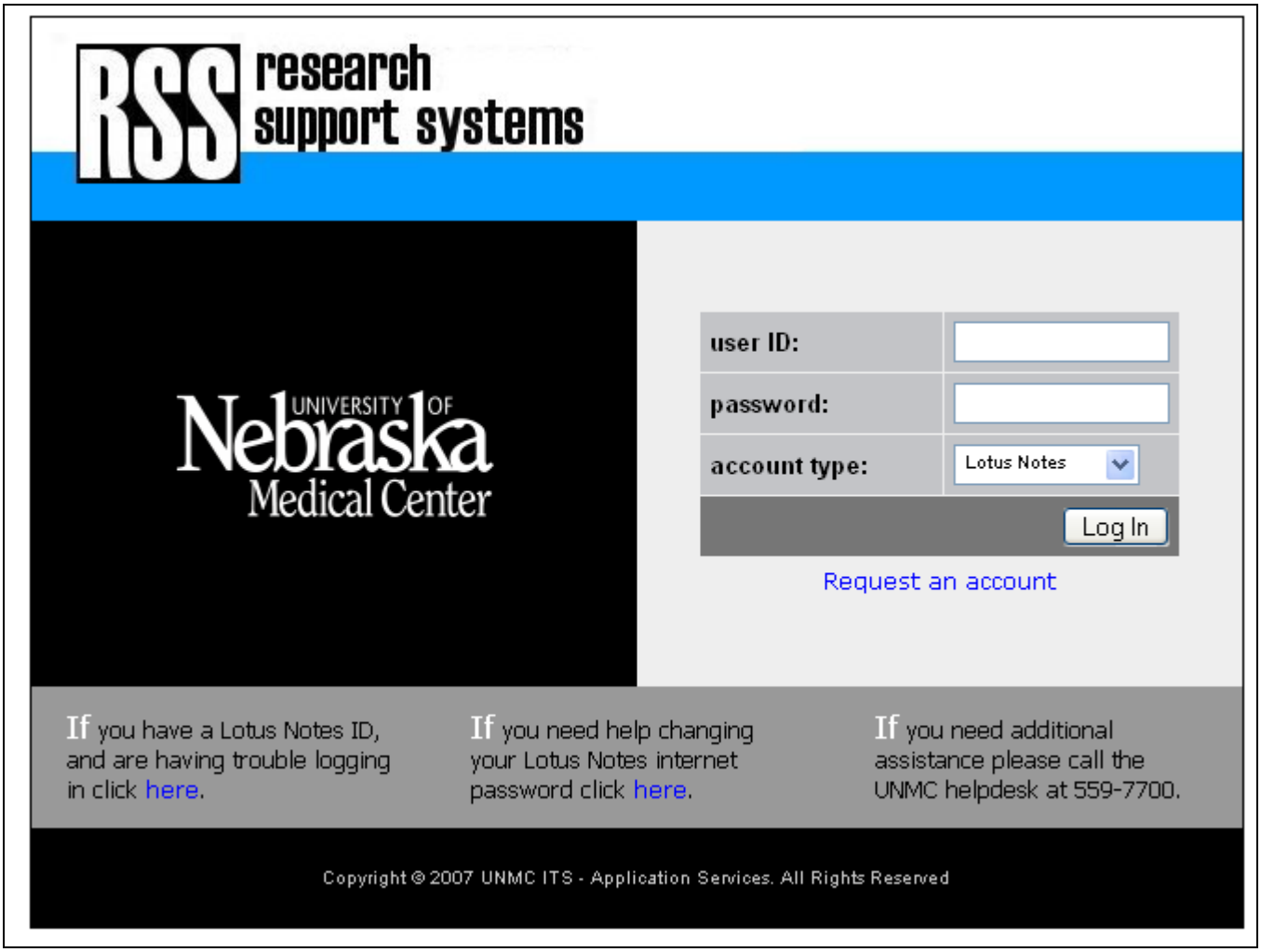
- Uncheck the “Block pop-up windows” (see screenshot above)
- Select OK

Use UNMC quick connects to RSS

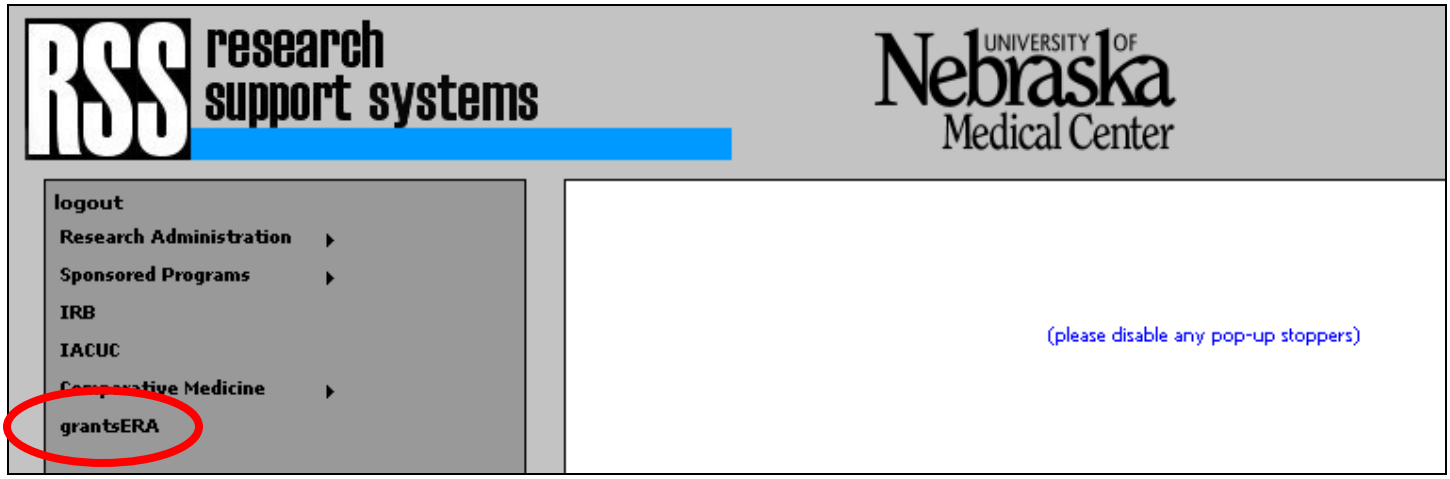
- Go to the UNMC homepage at http://info.unmc.edu
- Select RSS from quick connect, located in the lower right hand corner of your screen.






RSS research support systems
UNIVERSITY OF Nebraska Medical Center
user ID:
password:
account type:
Lotus Notes
Log In
Request an account
If you have a Lotus Notes ID, and are having trouble logging in click here.
If you need help changing your Lotus Notes internet password click here.
If you need additional assistance please call the UNMC helpdesk at 559-7700.
Copyright © 2007 UNMC ITS - Application Services. All Rights Reserved

- Enter your Lotus Notes User Name and Password



- Click on grantsERA and log in

grantsERA Tool Bar

- Navigate grantsERA from the tool bar
  - Indicates Role (e.g., Principal Investigator)
  - Person Logged into the system (e.g., "Welcome to Miller, Crystal)
  - Use "Profile Management" to manage profiles
  - Use "Proposal Management" to work on or view proposals
  - Use "Proposal Development" to create a new proposal

Profile Management

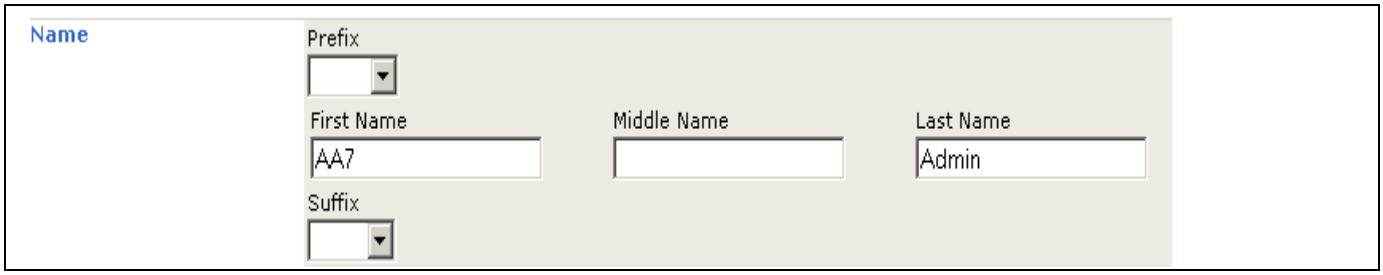
Why Should You Complete Profile Information?

- Profile information will be used repeatedly throughout the application
- Federal sponsor applications contain redundant fields
- grantsERA will use the profile information to pre-populate redundant fields
- User manual focuses on currently used Profile Information
- Future functionality will use all sections of Profile Information

Institutional and Contact Information

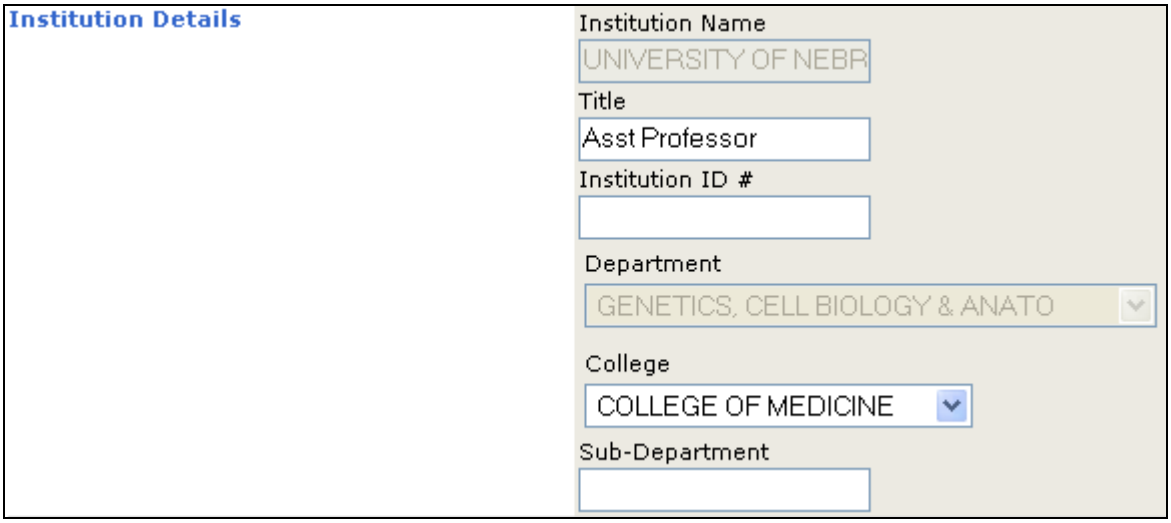
Name (Enter First Name, Middle, Last Name and Suffix as you want it to appear on the application)

- Prefix
  - Dr.
  - Rev.
- First Name
- Middle Name or Initial
- Last Name
- Suffix
  - Jr.
  - III



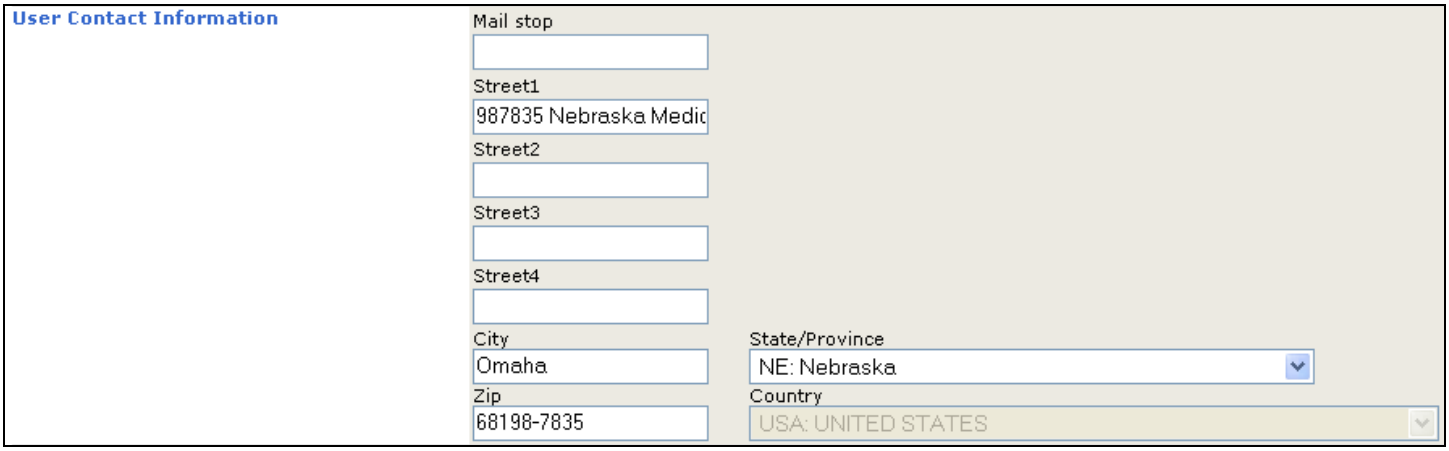
Institutional Details

- Institutional Name
  - Pre-populated from Institutional Profile
- Title
  - Professor
  - Assistant Professor
- Department
  - Assigned at the time of RAMS enrollment
  - Contact SPAdmin if a department change is required
- Division
  - UNMC does not utilize this field
- College
  - College of Dentistry
  - College of Medicine
  - College of Nursing
  - College of Pharmacy
  - College of Public Health
  - Eppley Cancer Center
  - Munroe Meyer Institute
- Sub-Department
  - Section (ex. Internal Medicine-Cardiology; Pediatric Nephrology)



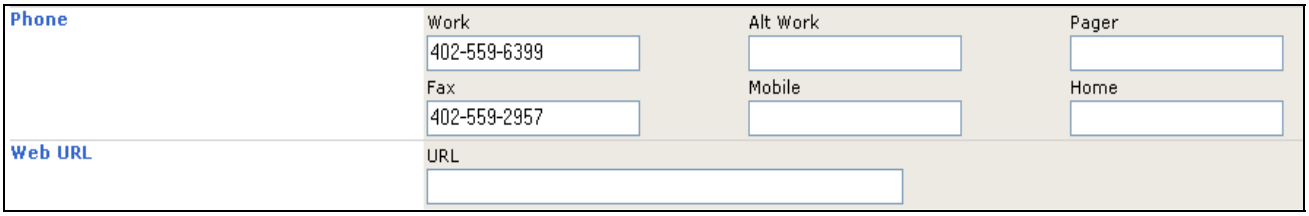
User Contact Information

- Required Fields
  - Street1
  - City
  - State/Province
  - Zip



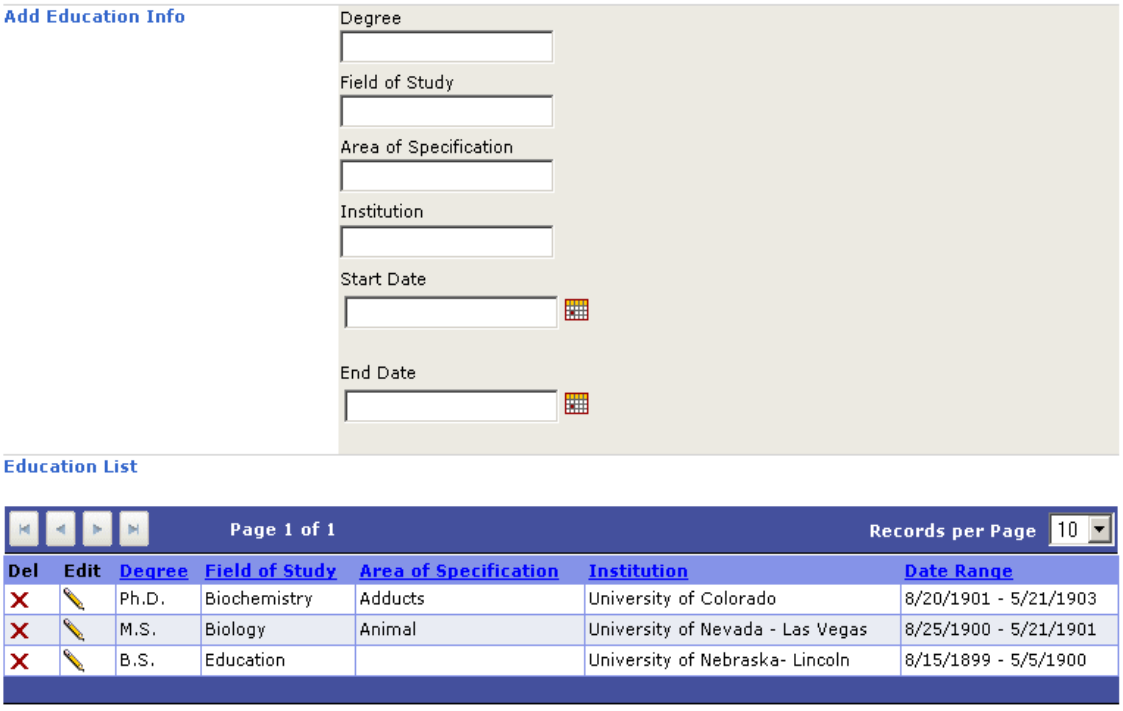
Phone and Web URL

- Required Fields
  - Work
  - Fax



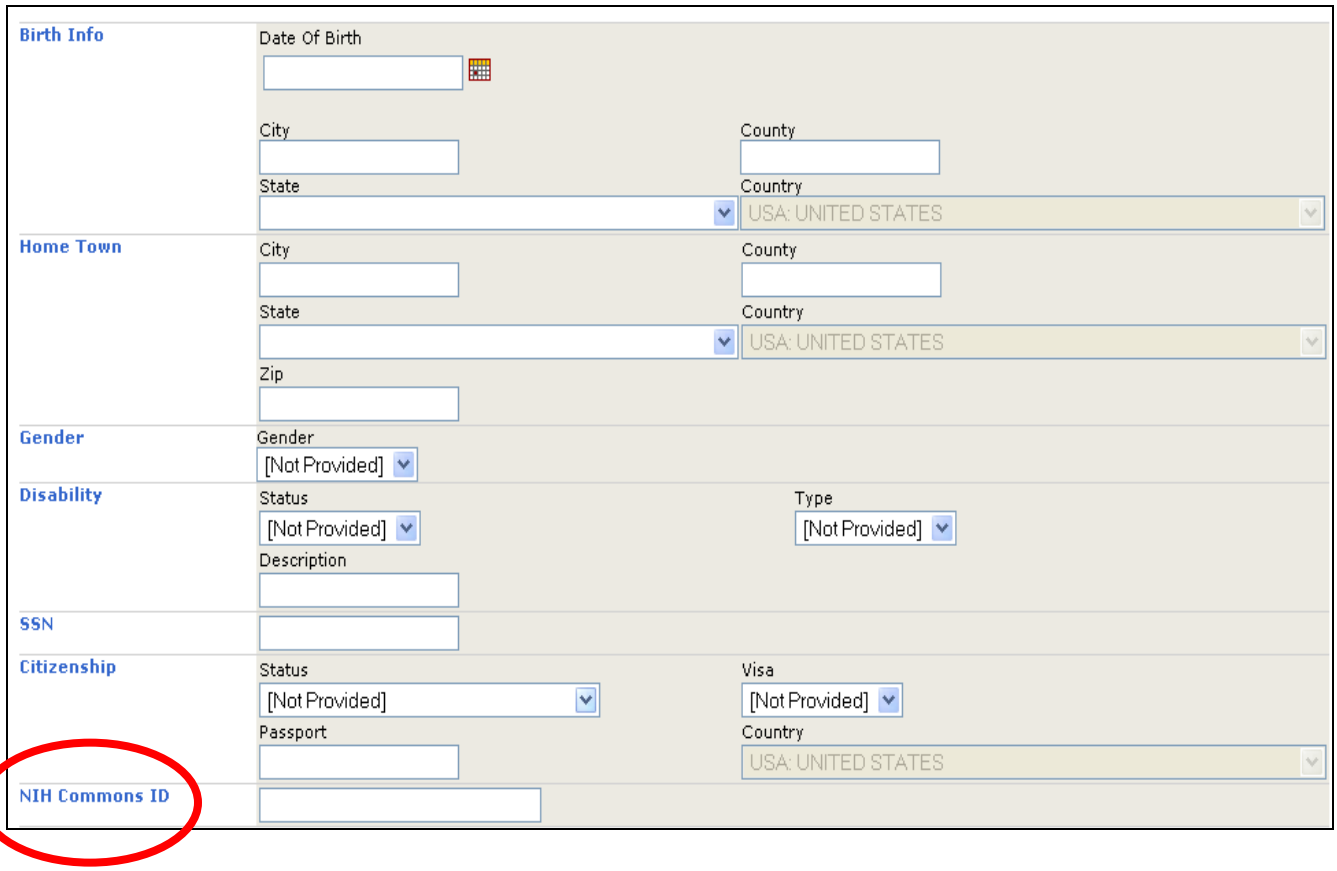
Educational Information

Note: Future grantsERA functionality will use educational information to pre-populate fields within applications.

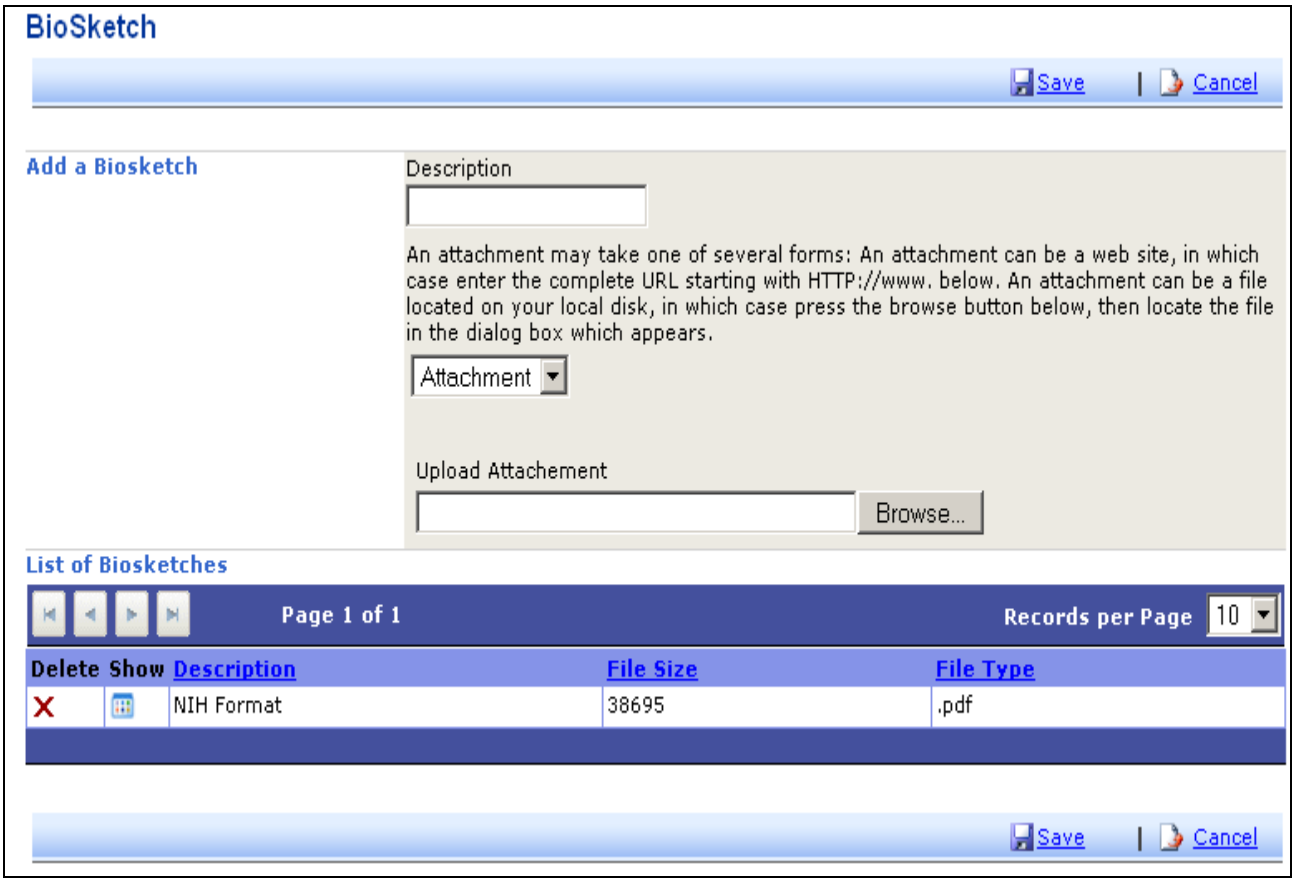


Personal Data

- NIH Commons ID is only required field
  - Must be an exact match to the NIH Commons for successful grant submissions
  - Please contact SPAdmin staff if you are in need of an NIH Commons ID. Please plan ahead accordingly, as it may take up to 2 weeks for a valid Commons ID to be assigned by the NIH.



BioSketches



- Upload BioSketch in .pdf format
- May have multiple formats of a biosketch uploaded
- May want to reflect Date and Format in description field

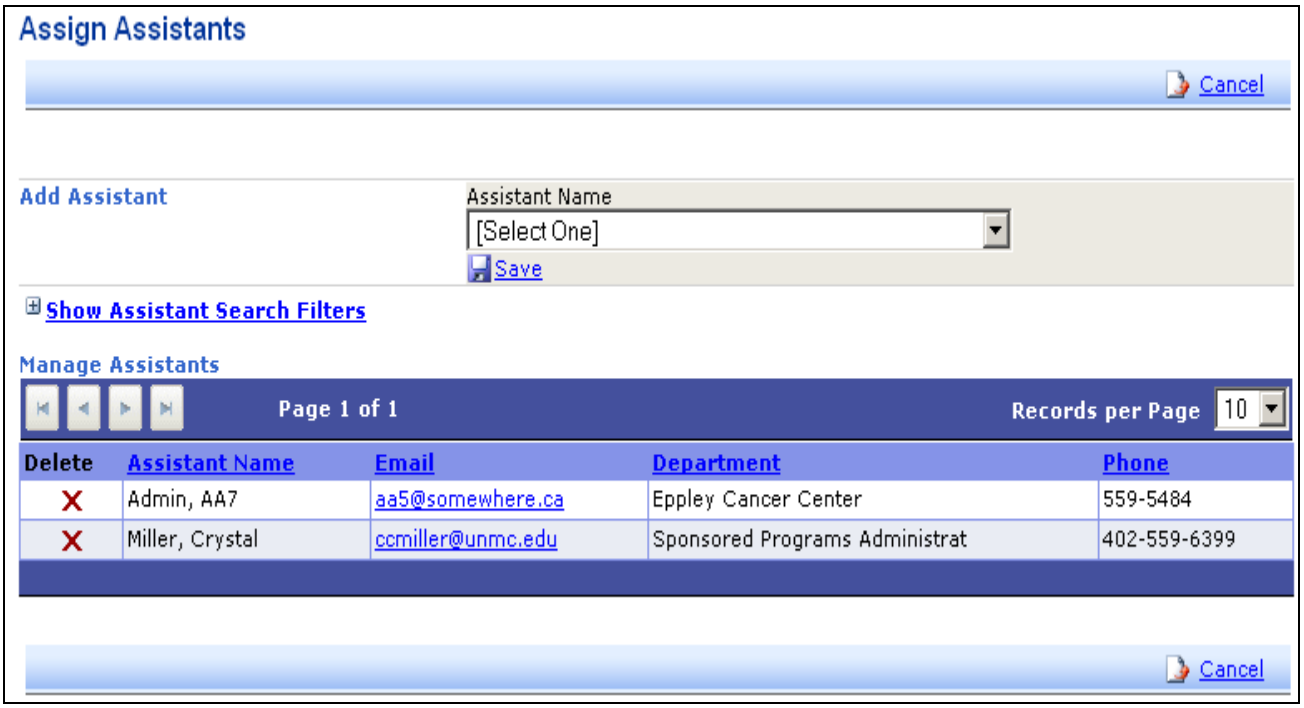
Other Areas of Information

Note: Although not required in the application, in the future these fields may be used to keep BioSketch information current.

- Honors
- Papers
- Patents
- Previous Employment
- Professional Associations
- Publications

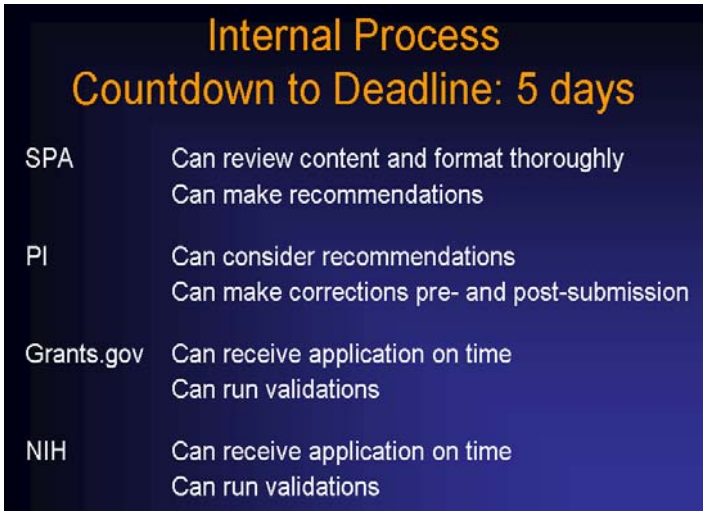
Assign Assistants

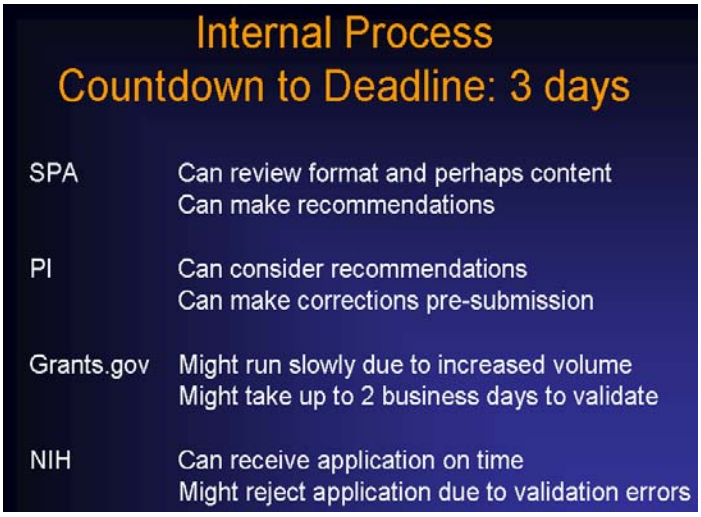
- Assistants can be assigned by two roles
  - Principal Investigator
  - System Administrator
    - Contact your SPAdmin representative
      - 559-7456
- Who should be linked as assistants?
  - Departmental administrative staff
  - Secretarial Staff
  - Technicians
  - Anyone needing access to assist PIs in preparing the application
- Assistants will own the same capabilities as the PI in RAMS (attaching PDF's, entering Key Personnel, etc.)
- Research Administrators will have access through their roles

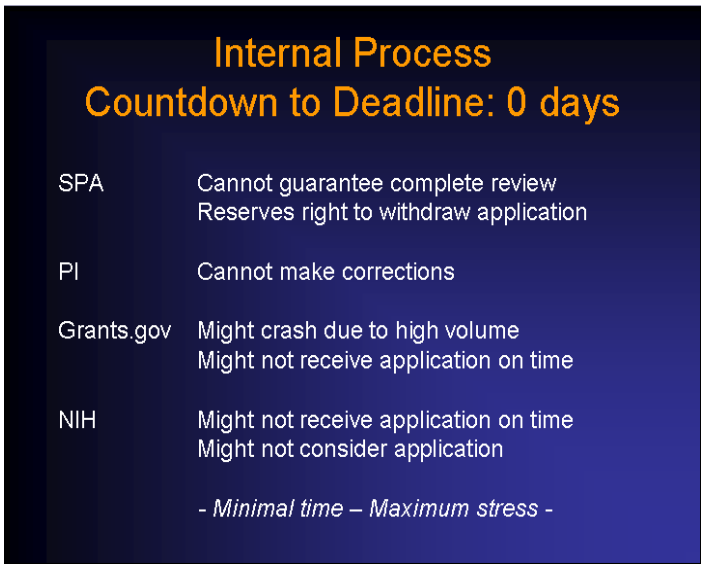


Timelines for Proposal Submission

- SPAdmin is committed to your success; we can assure the following at 5, 3, and 0 days before the deadline. Please plan accordingly!

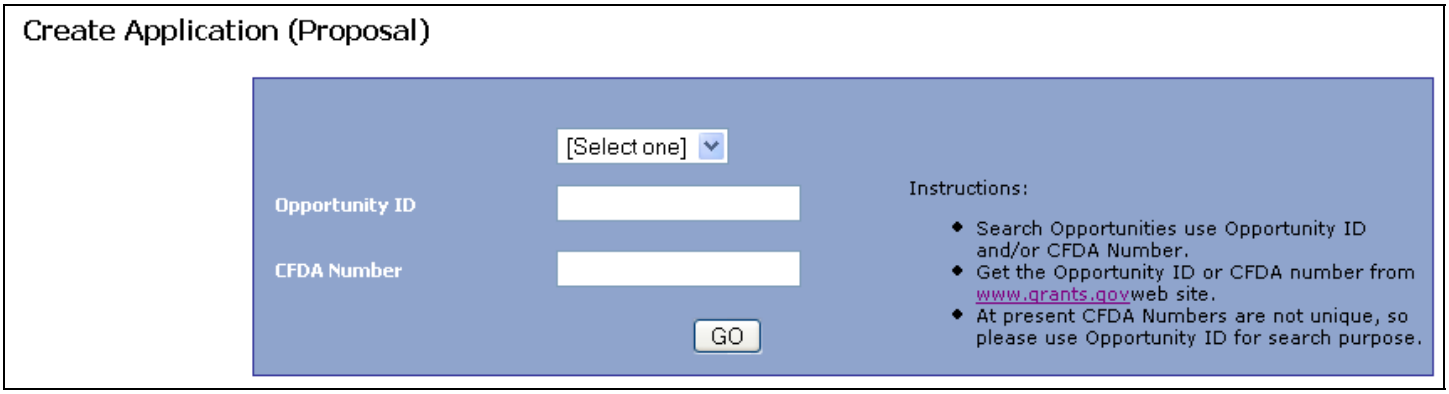


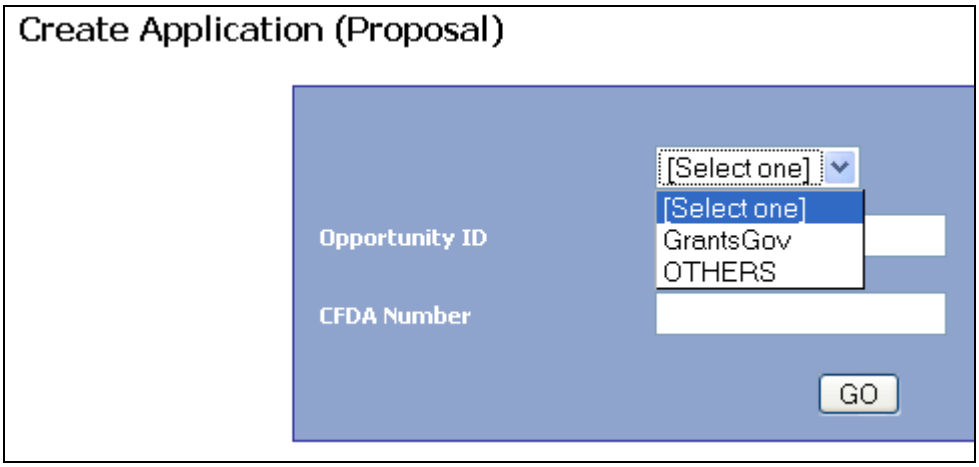




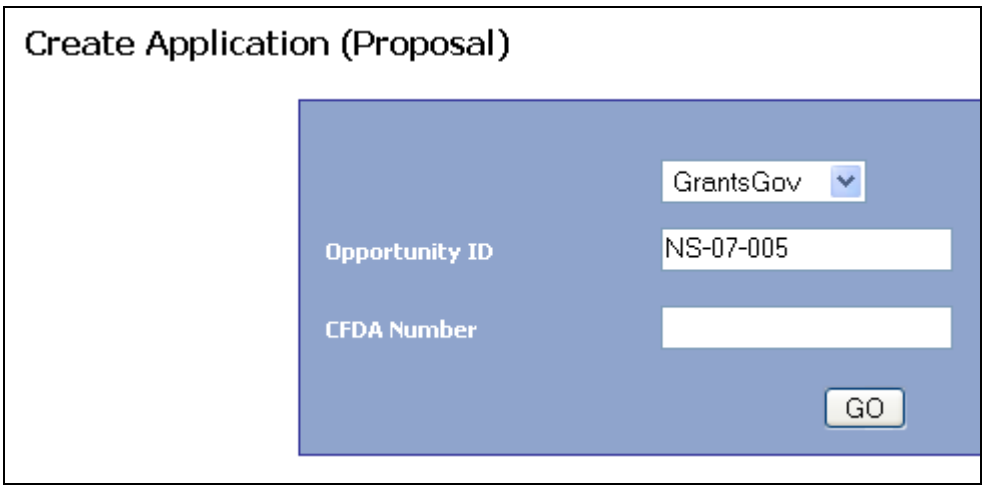
Create Proposal

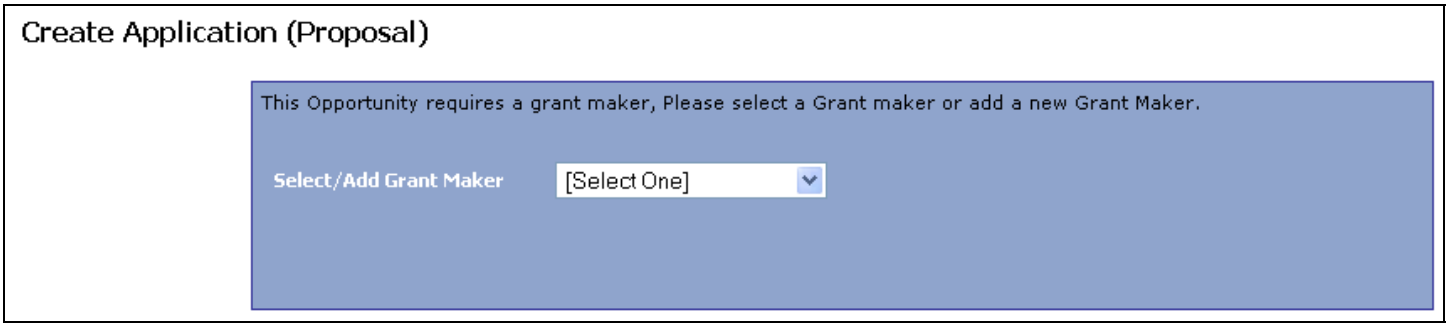
- Please note that for submissions on behalf of a small business (SBIR/STTR), do not use grantsERA (RAMS)
  - UNMC is not the applicant but system submission is based on the UNMC DUNS number
  - Utilize PureEdge forms that can be downloaded from Grants.gov for the associated SBIR/STTR

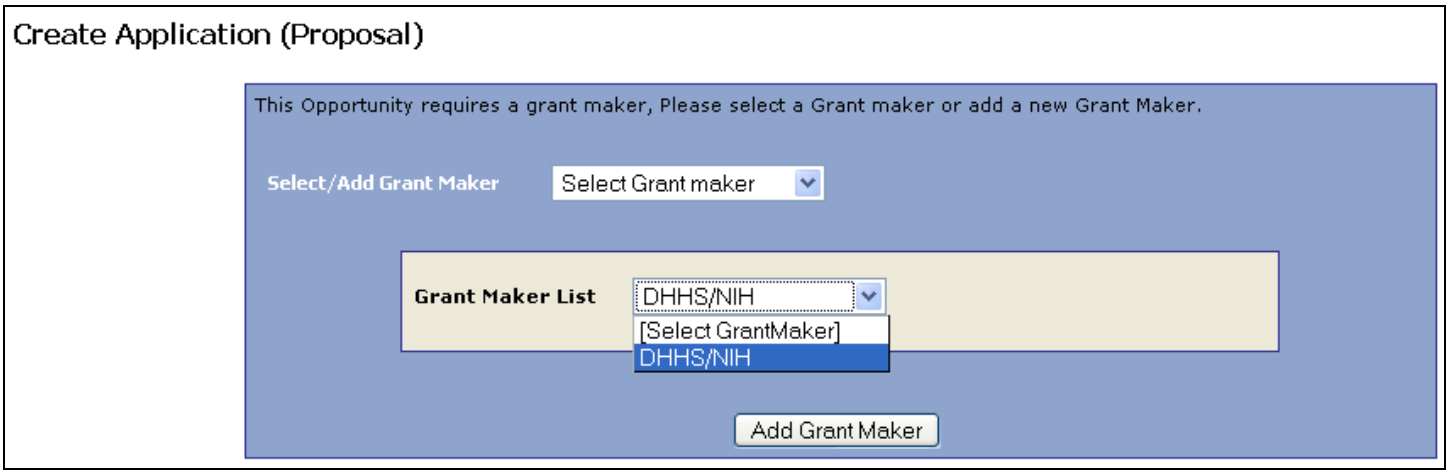

Create Application (Proposal)
[Select one]
Opportunity ID
CFDA Number
GO
Instructions:
Search Opportunities use Opportunity ID and/or CFDA Number.
Get the Opportunity ID or CFDA number from www.grants.govweb site.
At present CFDA Numbers are not unique, so please use Opportunity ID for search purpose.



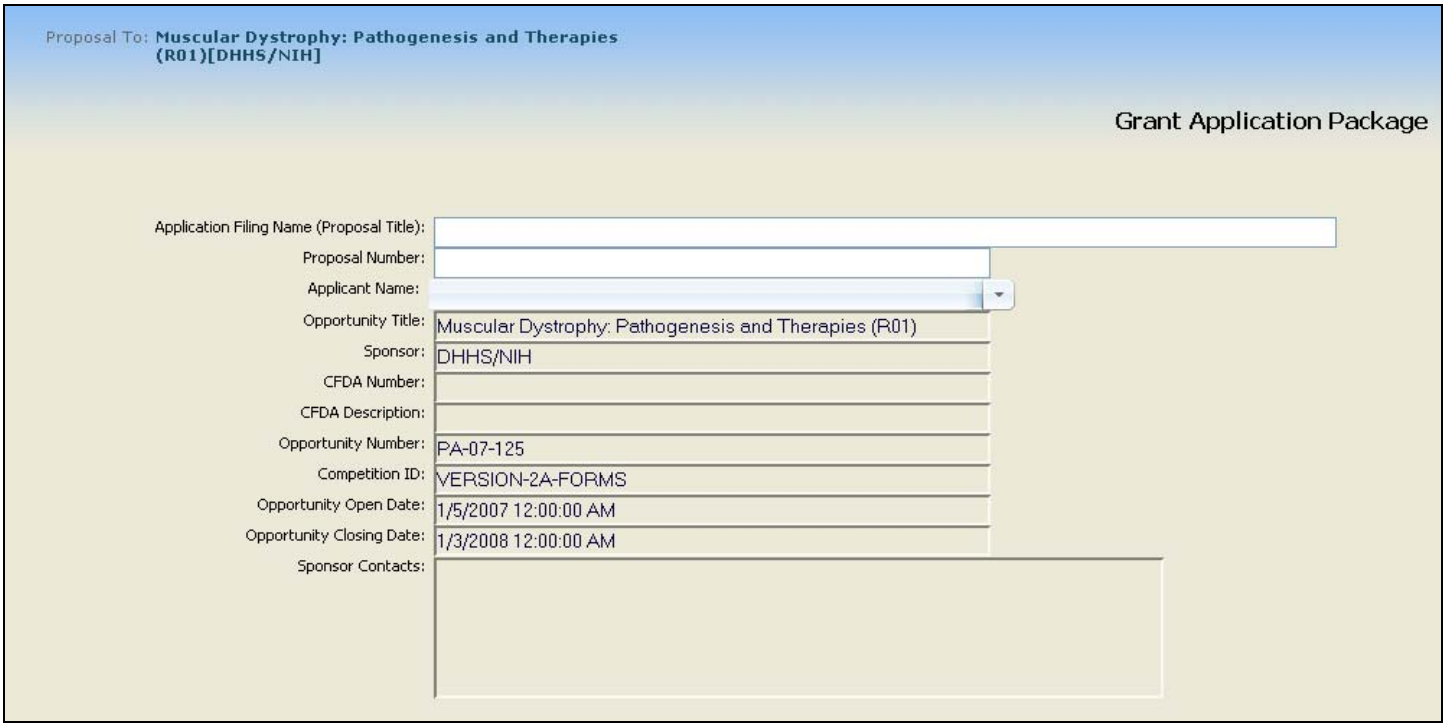
- Select Grants.gov
  - Insert the relevant announcement number in the Opportunity ID field
  - Ignore CFDA Number




Create Application (Proposal)
This Opportunity requires a grant maker, Please select a Grant maker or add a new Grant Maker.
Select/Add Grant Maker
[Select One]


Create Application (Proposal)
This Opportunity requires a grant maker, Please select a Grant maker or add a new Grant Maker.
Select/Add Grant Maker
Select Grant maker
Grant Maker List
DHHS/NIH
[Select GrantMaker]
DHHS/NIH
Add Grant Maker

Special Note: If you select an announcement number that has not been used before, you will be asked to choose a sponsor. For NIH always choose generic DHHS/NIH from the sponsor list to allow others to use the same announcement even if they will be submitting to a different NIH institute.



- Enter Title

  Note: The title may change after the application is created allowing administrative staff to create proposals and complete forms prior to a PI assigning the official title.

- Proposal Number
  - Enter the initials of your designated SPA RA here
    - Link of Department Assignments in SPAdmin - Organized by Department in Alphabetical Order

- Save

  - Click the SAVE button

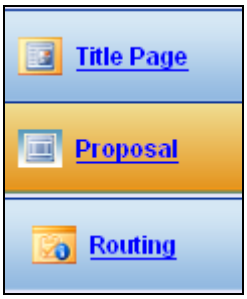
You have begun an application!

- Continue to complete the proposal, or
- Exit and return to the proposal later

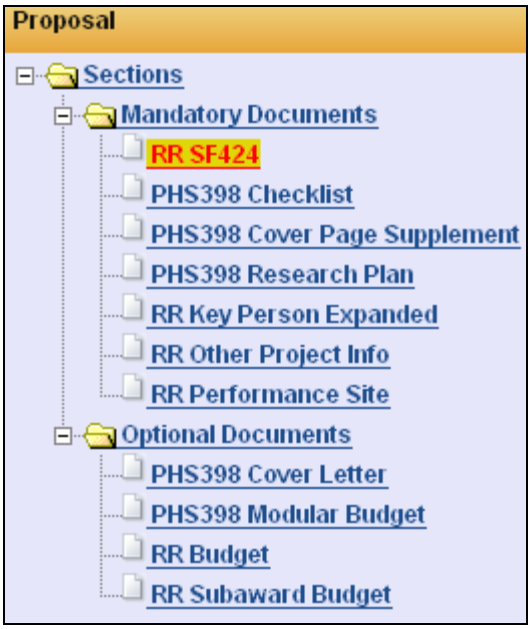
Navigation

- Two navigational approaches (at the top of the window)
  - Next

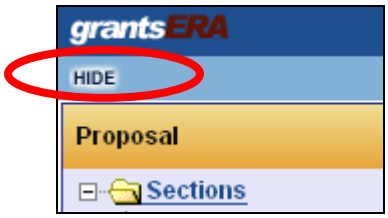
- Previous

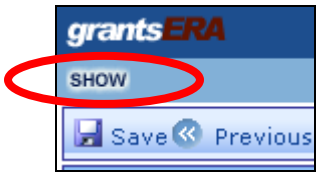


- Three major titles on the left side of the page
  - Title Page
  - Proposal
  - Routing



- Minor titles (inside the proposal)
  - Based on Mandatory and Optional Documents within the NIH application package





- Hide and Show
  - Hides navigation tiles
  - Shows navigation tiles

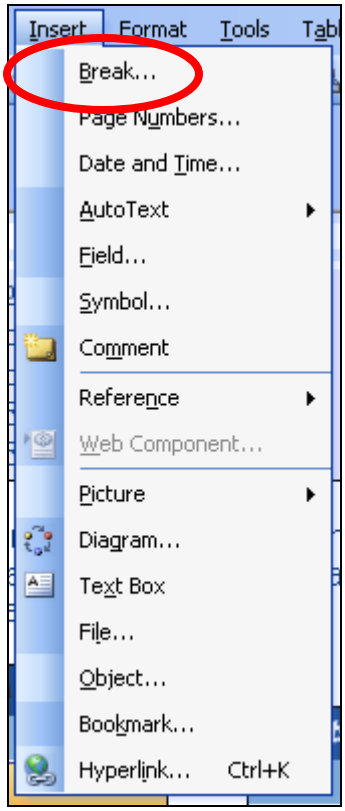
General Rules

Attachments

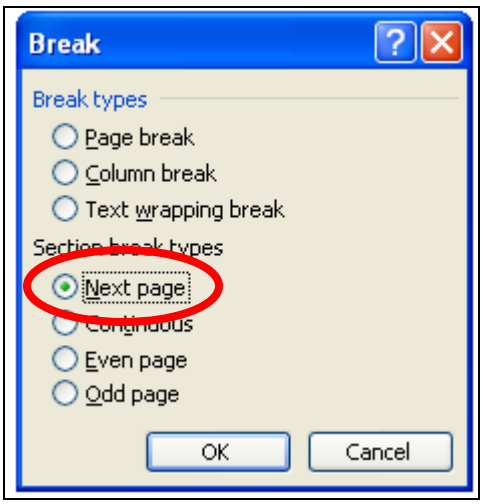
- Remove all headers, footers and page numbers
- Do not create a table of contents
- All attachments for NIH must be in .pdf format

.pdf Strategies

- Create application in a word processing program such as Microsoft Word
- Insert Figures



- Choose insert break from Word drop down



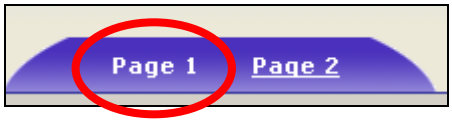
- Insert page break at the end of each section under break types
- Use EndNote or ReferenceManager to generate bibliography
- To create individual .pdfs for each section:
  - Work off of master application
  - SAVE as “Specific Aim”
  - Delete all pages other than “Specific Aim”
  - SAVE to create .pdf as required by NIH
- Convert completed application to .pdf format.
- Page limitations remain the same
  - 25 pages for R01 applications
  - 15 pages for R21 applications
  - 10 pages for R03 applications
  - NIH allows three additional pages as an allowance for sections that are not full pages.
    - Caution: These are additional pages to protect applicants from exceeding page limits due to forced section breaks; **these are not to be filled with text.**

Save Button

- All information will be lost if you fail to SAVE before moving to a different page.
- Reminders to save are only provided on the budget pages
- Save often to prevent loss of entered data

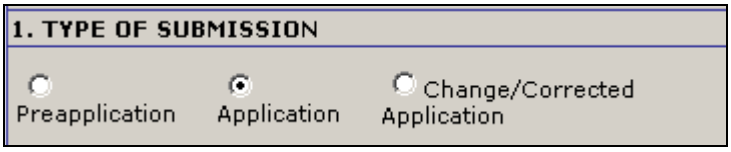
SF 424 (R&R)

Complete Face Page – Page 1

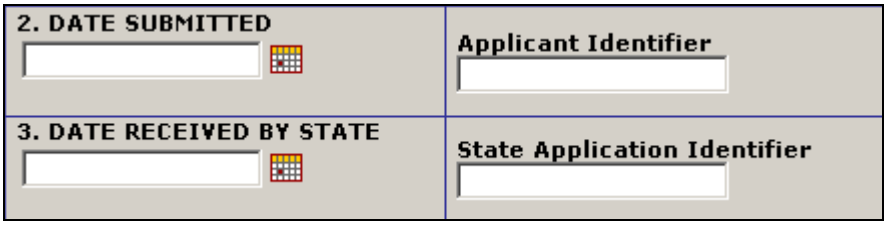


TIP: As a first step, complete Page 1. This approach will save you time because information you enter in these fields will pre-populate to future pages.

- Section 1: Required; most often is "application"

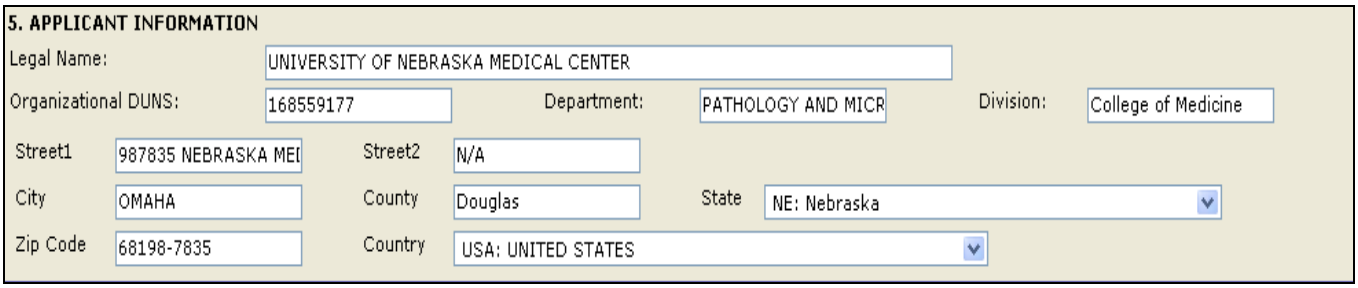


- Section 2: Leave blank
- Section 3: Leave blank

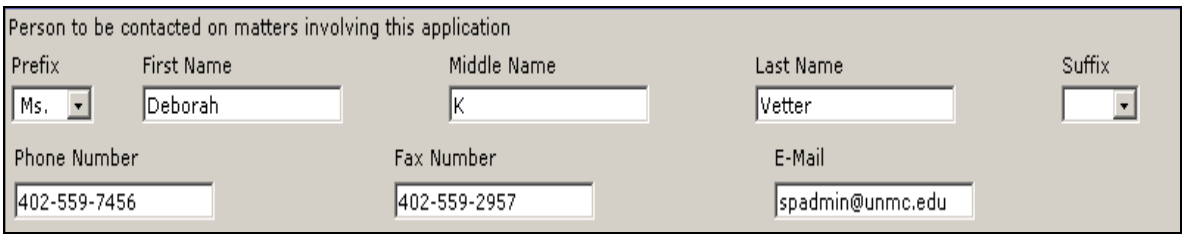


- Section 4: UNMC uses Section 4 only when a corrected application is required or the application is a resubmission from a previous cycle. The identifier should reflect the institute/center assigned and the serial number (ex. CA12345).

- Section 5: UNMC references the Organizational Representative in this section
  - Part 1: Pre-populates from institution profile; do not change or modify

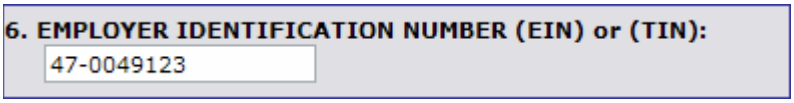


- Part 2: Deborah Vetter information as follows

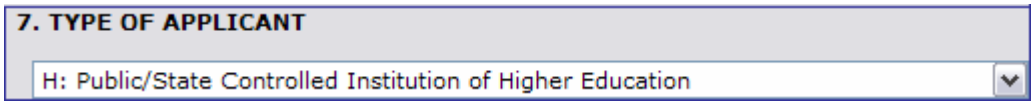


- Prefix: Ms.
- First Name: Deborah
- Middle: K
- Last: Vetter
- Suffix: *Leave blank*
- Phone: 402-559-7456
- Fax: 402-559-2957
- Email: spadmin@unmc.edu

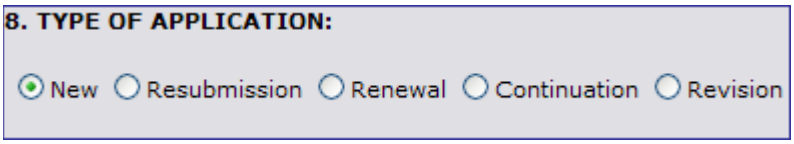
- Section 6: Pre-Populates from institutional profile; do not change or modify



- Section 7: Select "H" from drop down menu and the phrase will auto-fill for Public/State Controlled Institution of Higher Education

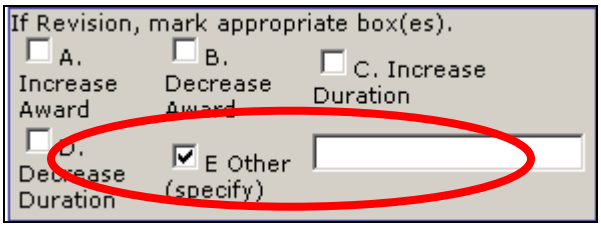


- Section 8: Application Type
  - Part 1: NIH defines types within the 424 as:



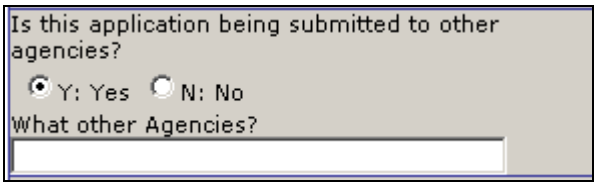
    - New
    - Resubmission
      - Previously referred to as a Revision
      - Transition from one 5-year cycle to the next
    - Renewal
    - Continuation
    - Revision
      - Previously referred to as a Supplement

- Part 2 - Revision: Complete only when a Revision



  - If "Other" field is selected, must specify type of revision in filled section E.

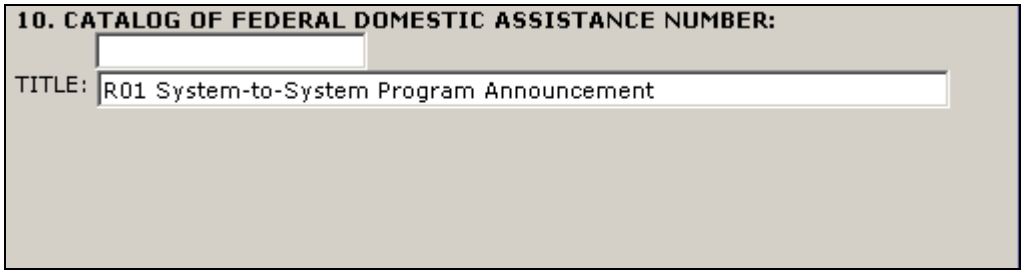
- Part 3: Application to other agencies



  - Most time = no
  - If yes, other agencies required
    - Note: Applies only to other "Federal" agencies
      - DoD and NIH then "yes"
      - NIH and American Heart Association, then "No"

- Section 9: Pre-populates from the announcement

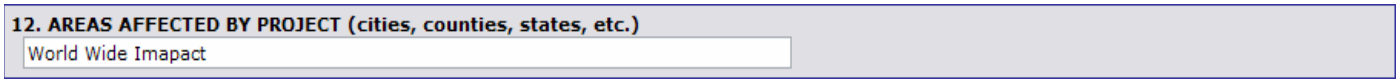
- Section 10: Pre-populates from the announcement; if no number is entered in the CFDA field, do not modify



  - Field 1 contains CFDA #:
    - Note: If field is blank – do not modify
  - Field 2 pre-populates from opportunity announcements
    - Note: Do modify fields

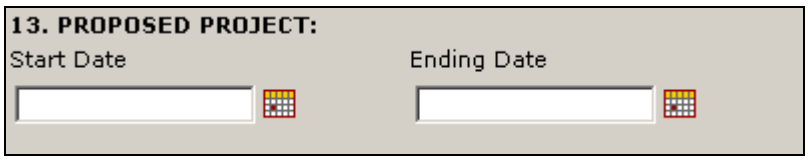
- Section 11: Pre-populated from the Title Page

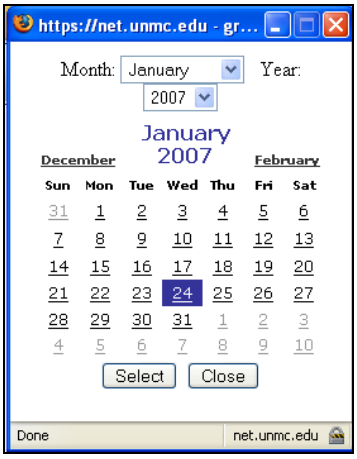
- Section 12: Author's Choice



  - Basic Science may have "world wide" or "global" impact

- Section 13:
  - Format mm/dd/yyyy
  - Calendar pop-up is available for reference



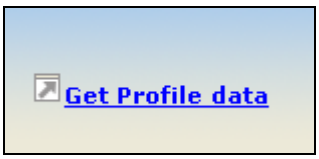


- Section 14:

  - Section A pre-populates from institutional profile
  - Section B is where project is conducted
    - UNMC – NE-002
      - COD – NE-001
      - Another option is NE-ALL
  - Sites at which the research will be conducted
    - Format – NE-002
  - Note: If multiple sites – a file is uploaded on 424 R&R Page 2 – Section 21

- Section 15: Pre-populates from investigator profile

  - Complete County information

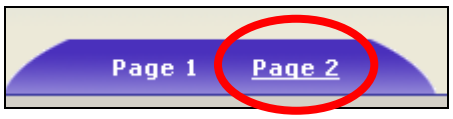


  - Note: Changes in investigator profiles can be reflected in the application forms by using the "Get Profile" button to populate changes into the application.

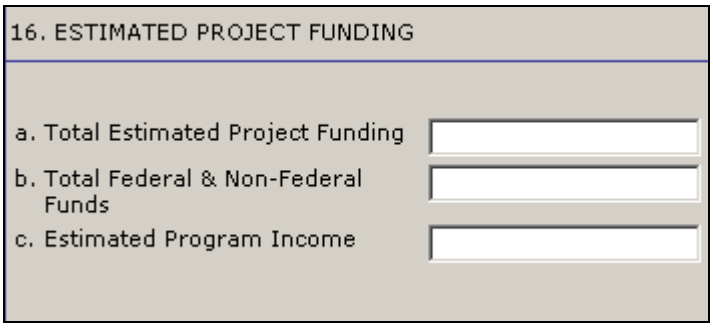
- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

Complete Face Page – Page 2



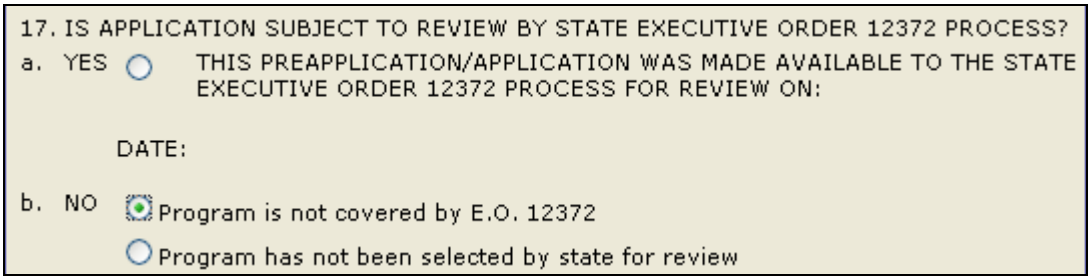
- Section 16


16. ESTIMATED PROJECT FUNDING
a. Total Estimated Project Funding
b. Total Federal & Non-Federal Funds
c. Estimated Program Income

- Item 16a. Total Costs Requested (Direct Cost & Indirect Costs)
- Item 16b. Total Costs + Cost Share and/or Other Funding (Direct Costs & Indirect Costs & Cost Share)
- Item 16c. Estimated Program income
  - e.g. Conference grants where registration fees are charged to participants
  - Enter zero if no program income

*Note: For NIH applications, 16a & 16b represents the total project budget. Other federal sponsors may only require the 1st year's total.

Section 17


17. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES ○ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

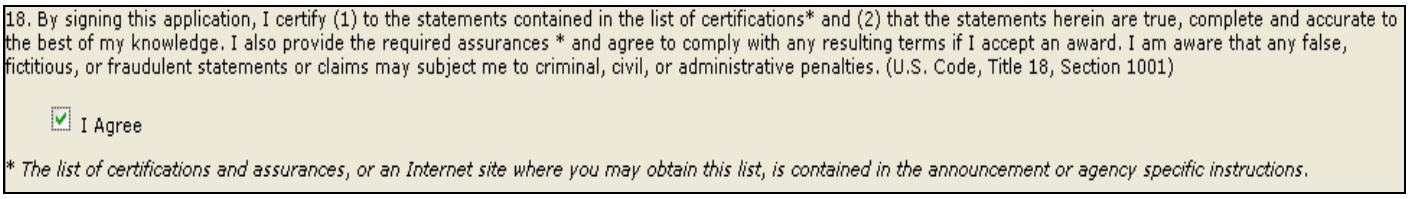
DATE:

b. NO ◉ Program is not covered by E.O. 12372

○ Program has not been selected by state for review

- Select first option under "b"
- Nebraska does not participate in E.O. 12372

Section 18

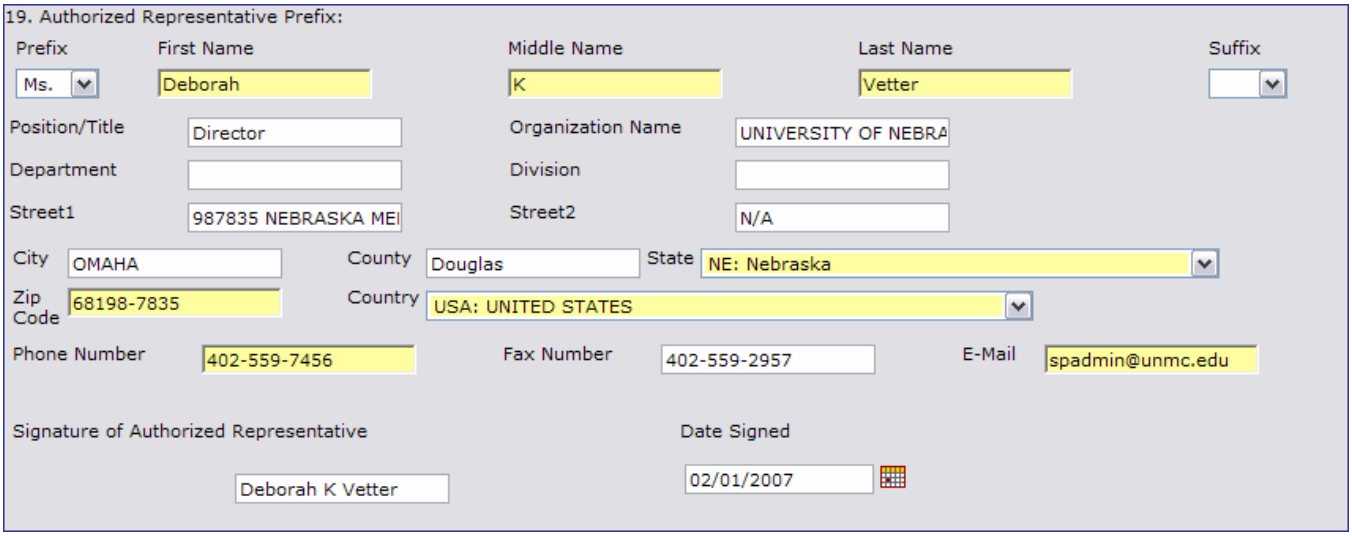

18. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☑ I Agree

The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

- Agree to statement by checking box
  - PI signature on assurance form and routing form also certify this statement

Section 19



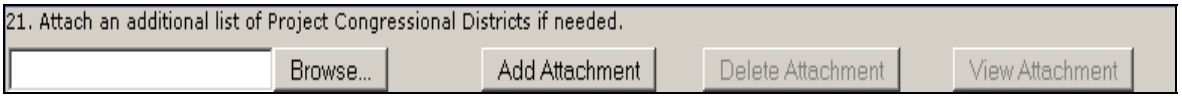
- Pre-populated from Institutional Profile

- Signature of Authorized Representative: Deborah Vetter
- Date: Expected signature date
  - Note: SPA will make changes based on date submitted and available signatory

- Section 20

  - Use only for pre-applications
    - Rare for NIH

- Section 21



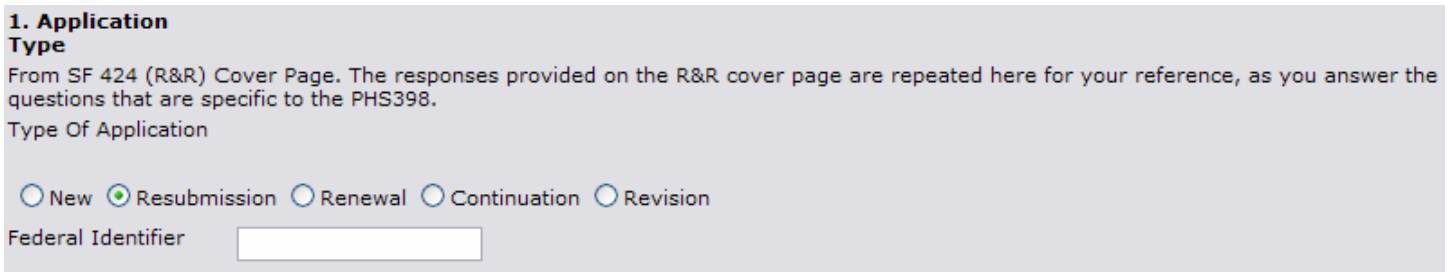
  - Use only if more than one needed in Section 14 (b) on Page 1

- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

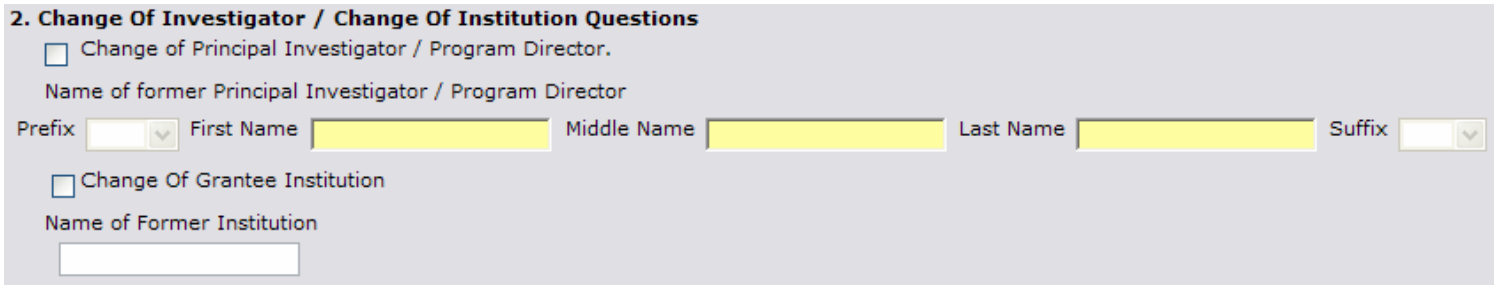
PHS 398 Checklist

Section 1


1. Application Type
From SF 424 (R&R) Cover Page. The responses provided on the R&R cover page are repeated here for your reference, as you answer the questions that are specific to the PHS398.
Type Of Application
New
Resubmission
Renewal
Continuation
Revision
Federal Identifier

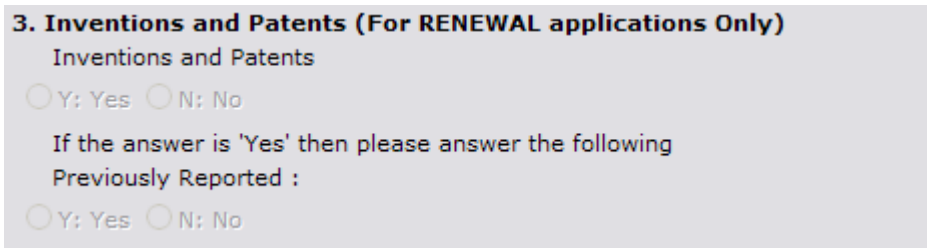
- Select Type of Application
  - Match with selection on Page 1
  - SPA is working with RAMS to pre-populate this redundant information
- Federal Identifier
  - SPA will complete
    - Only needed if a corrected application is required or if the application is a re-submission from a previous cycle

Section 2


2. Change Of Investigator / Change Of Institution Questions
Change of Principal Investigator / Program Director.
Name of former Principal Investigator / Program Director
Prefix
First Name
Middle Name
Last Name
Suffix
Change Of Grantee Institution
Name of Former Institution

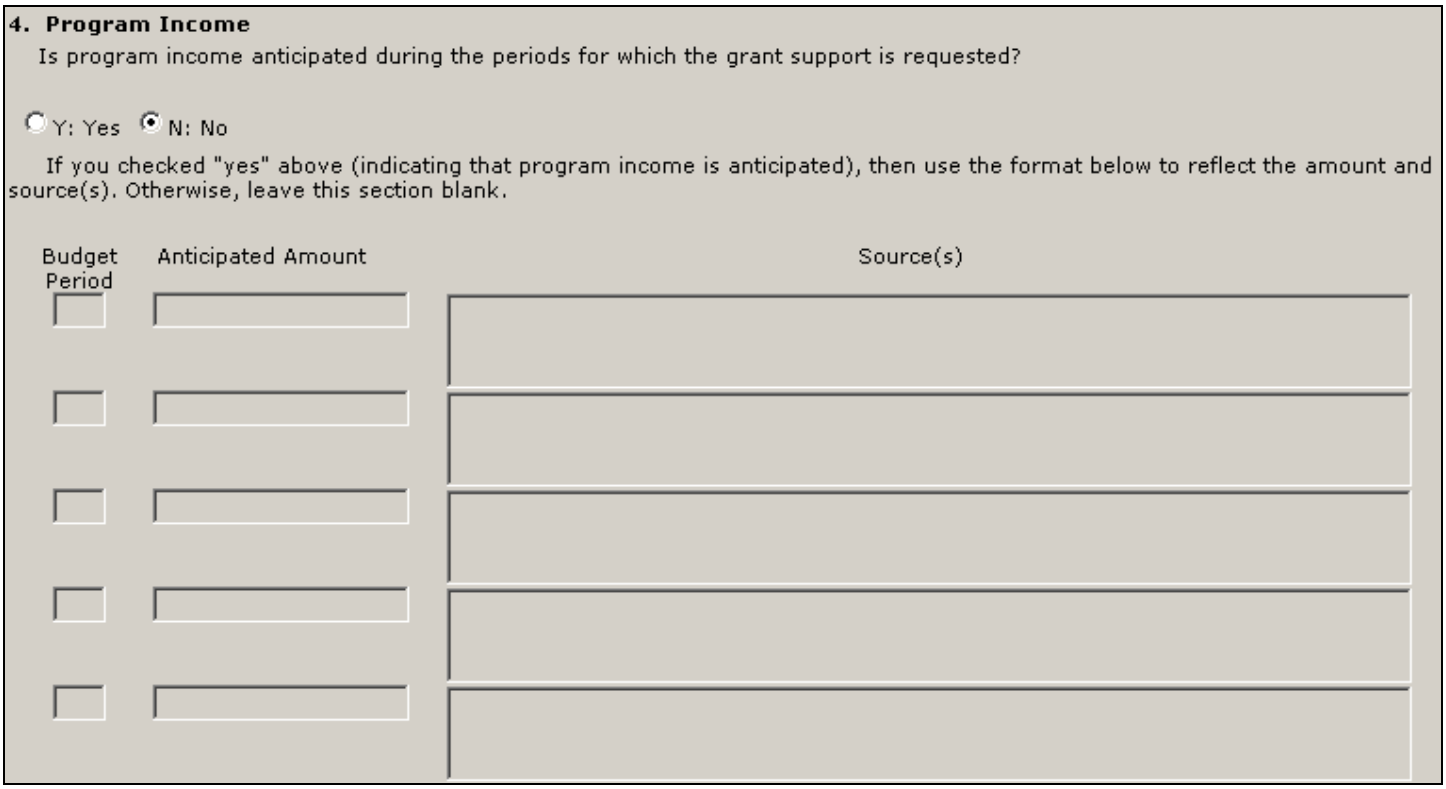
- Currently not used by NIH

Section 3 – Only applicable for Renewals


3. Inventions and Patents (For RENEWAL applications Only)
Inventions and Patents
Y: Yes
N: No
If the answer is 'Yes' then please answer the following
Previously Reported :
Y: Yes
N: No

- SPA checks with IPO office to confirm answers

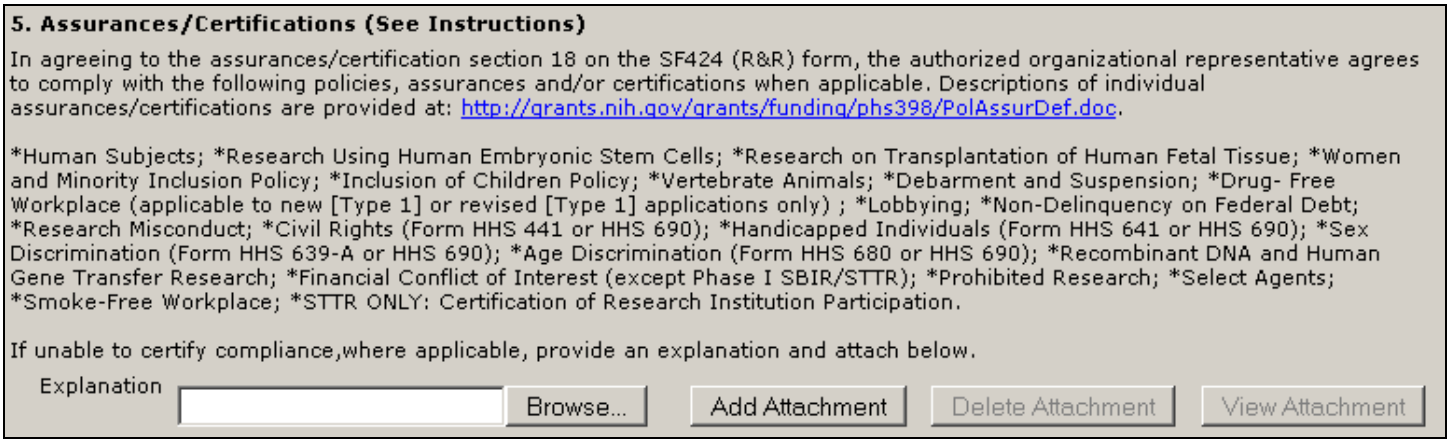
Section 4 – Program Income


4. Program Income
Is program income anticipated during the periods for which the grant support is requested?
Y: Yes
N: No
If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.
Budget Period
Anticipated Amount
Source(s)

- No
  - Most common response
- Yes
  - Conference grants (e.g. charging registration fees)
  - Grant developed scientific products which are marketed during the life of the project

- Note: Program income may offset award terms and conditions

Section 5


5. Assurances/Certifications (See Instructions)
In agreeing to the assurances/certification section 18 on the SF424 (R&R) form, the authorized organizational representative agrees to comply with the following policies, assurances and/or certifications when applicable. Descriptions of individual assurances/certifications are provided at: http://grants.nih.gov/grants/funding/phs398/PolAssurDef.doc.
*Human Subjects; *Research Using Human Embryonic Stem Cells; *Research on Transplantation of Human Fetal Tissue; *Women and Minority Inclusion Policy; *Inclusion of Children Policy; *Vertebrate Animals; *Debarment and Suspension; *Drug- Free Workplace (applicable to new [Type 1] or revised [Type 1] applications only) ; *Lobbying; *Non-Delinquency on Federal Debt; *Research Misconduct; *Civil Rights (Form HHS 441 or HHS 690); *Handicapped Individuals (Form HHS 641 or HHS 690); *Sex Discrimination (Form HHS 639-A or HHS 690); *Age Discrimination (Form HHS 680 or HHS 690); *Recombinant DNA and Human Gene Transfer Research; *Financial Conflict of Interest (except Phase I SBIR/STTR); *Prohibited Research; *Select Agents; *Smoke-Free Workplace; *STTR ONLY: Certification of Research Institution Participation.
If unable to certify compliance,where applicable, provide an explanation and attach below.
Explanation
Browse...
Add Attachment
Delete Attachment
View Attachment

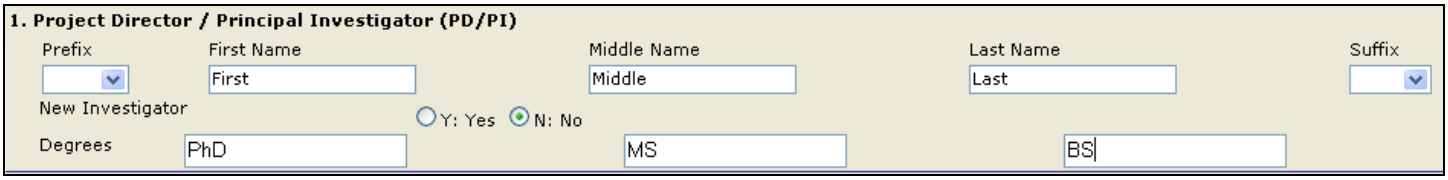
- No action required

- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

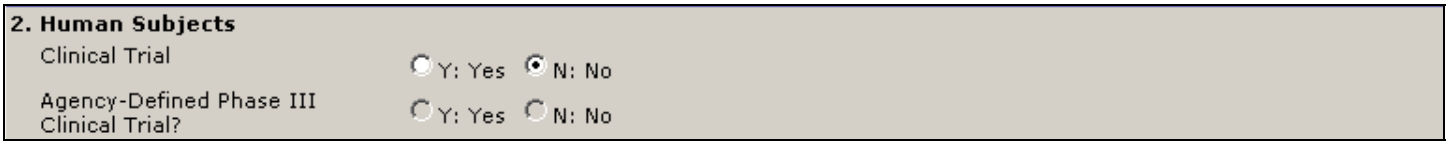
PHS 398 Cover Page Supplement

Section 1



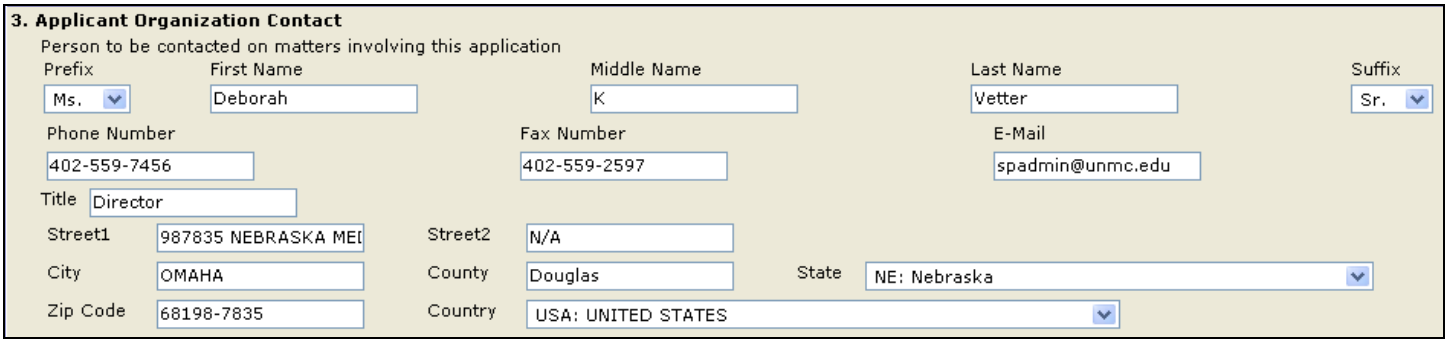
- PI Name
  - pre-populated from investigator's profile
- New Investigator
  - Check the appropriate category
- Degrees
  - Terminal degree
  - All degrees
  - Note: SPA is working with RAMS to pre-populate this redundant information

Section 2



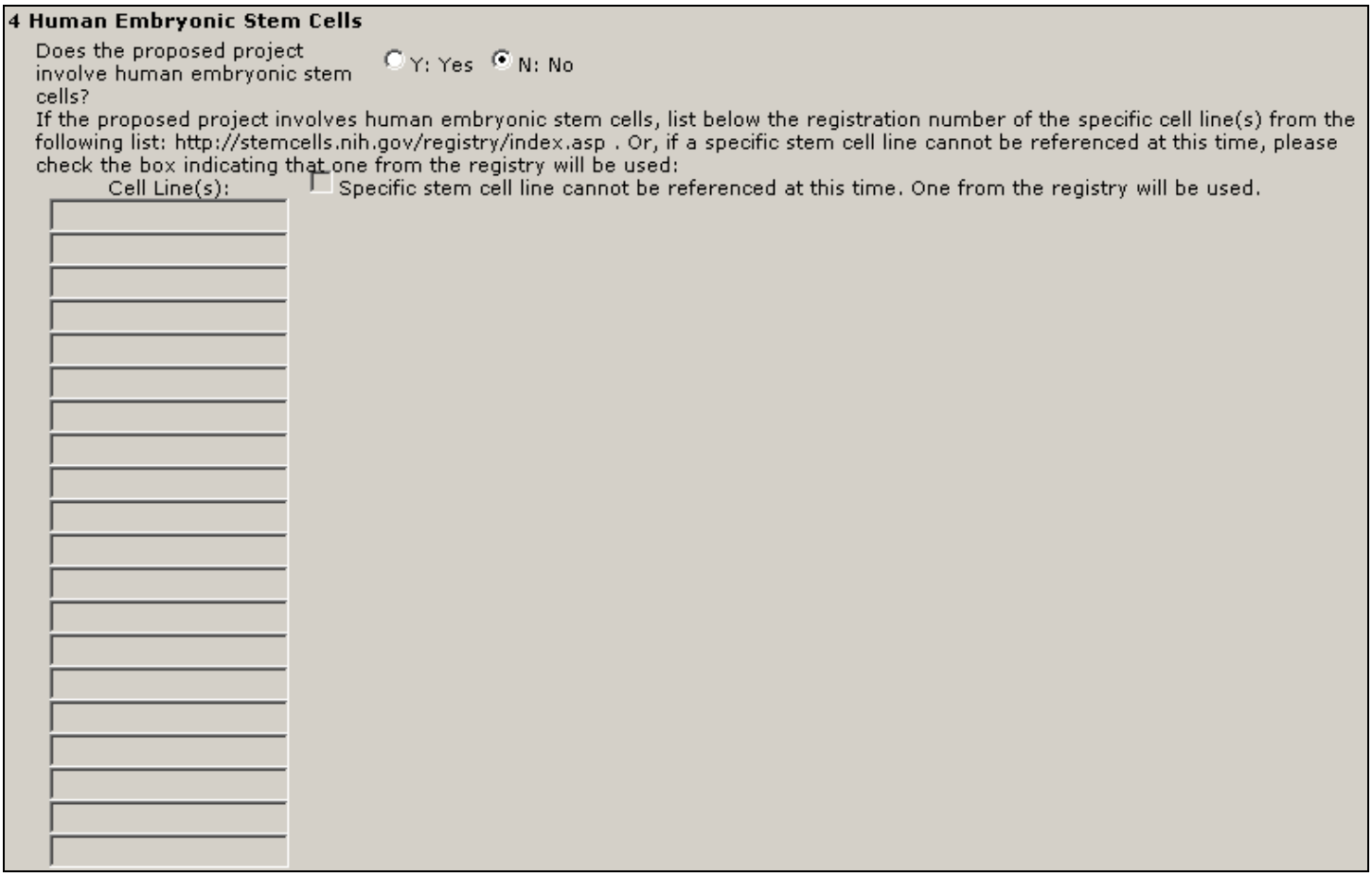
- Complete as appropriate

Section 3



- Pre-populated from institutional Profile information

Section 4

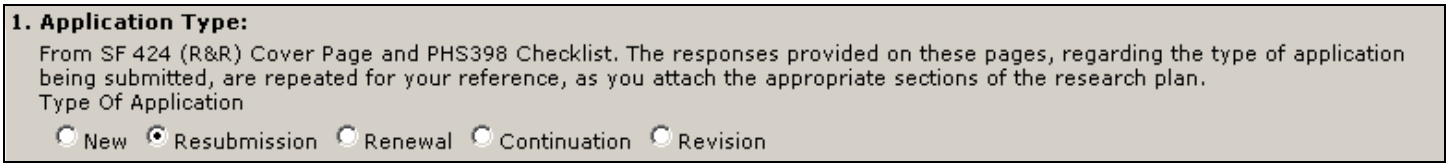

4 Human Embryonic Stem Cells
Does the proposed project involve human embryonic stem cells?
Y: Yes
N: No
If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: http://stemcells.nih.gov/registry/index.asp . Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used:
Cell Line(s):
Specific stem cell line cannot be referenced at this time. One from the registry will be used.

- Complete as appropriate
- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

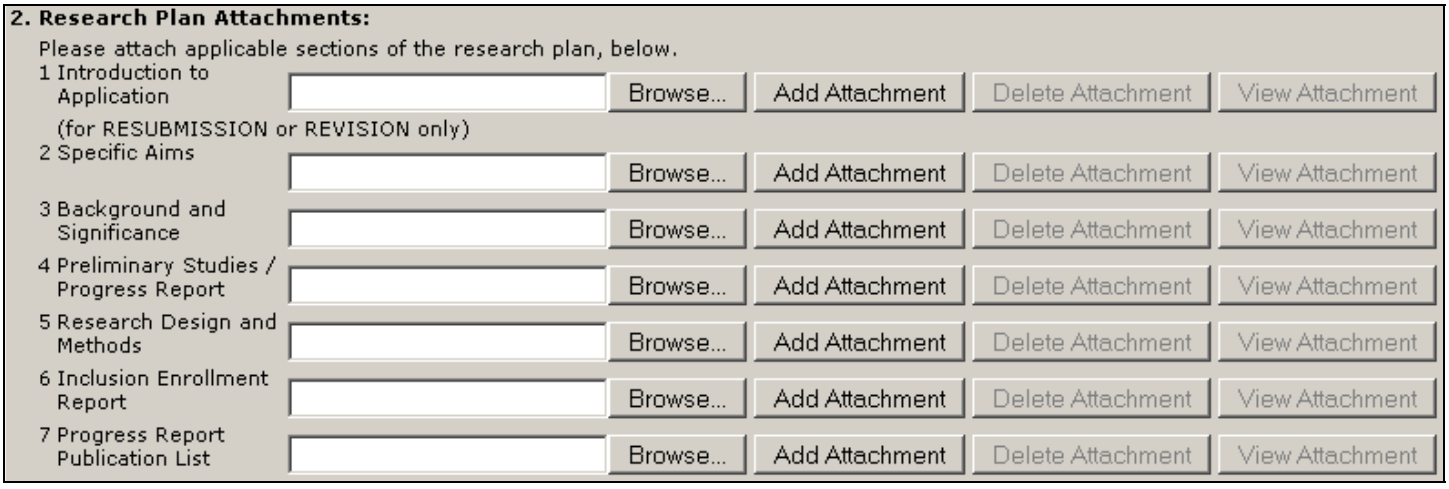
PHS 398 Research Plan

Section 1


1. Application Type:
From SF 424 (R&R) Cover Page and PHS398 Checklist. The responses provided on these pages, regarding the type of application being submitted, are repeated for your reference, as you attach the appropriate sections of the research plan.
Type Of Application
New
Resubmission
Renewal
Continuation
Revision

- Select Type of Application
  - Match with selection on Page 1
  - SPA is working with RAMS to pre-populate this redundant information

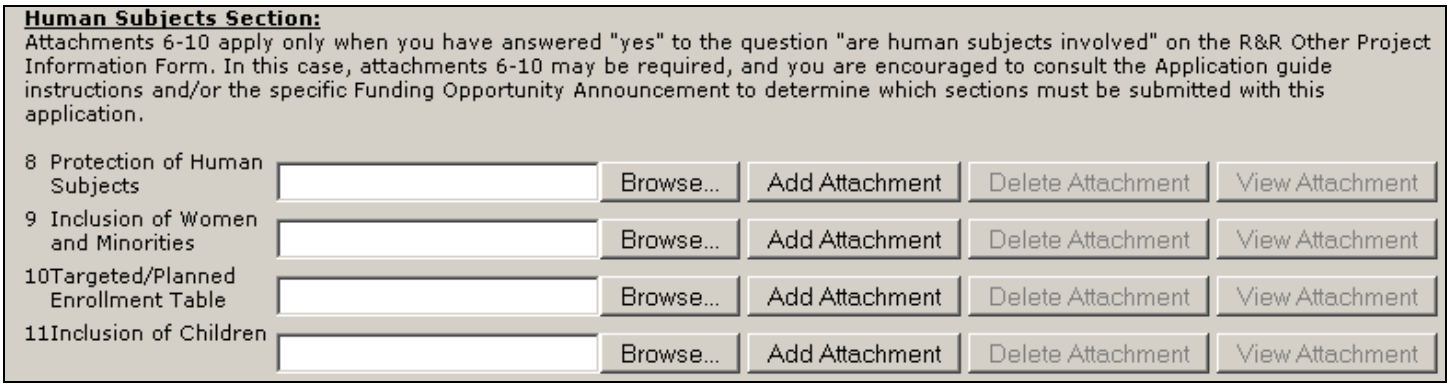
Section 2 – Part 1


2. Research Plan Attachments:
Please attach applicable sections of the research plan, below.
1 Introduction to Application
Browse...
Add Attachment
Delete Attachment
View Attachment
(for RESUBMISSION or REVISION only)
2 Specific Aims
3 Background and Significance
4 Preliminary Studies / Progress Report
5 Research Design and Methods
6 Inclusion Enrollment Report
7 Progress Report Publication List

- Research Plan (1-7)
  - Requires a .PDF attachment
  - Upload sections individually, adhering to page limitations

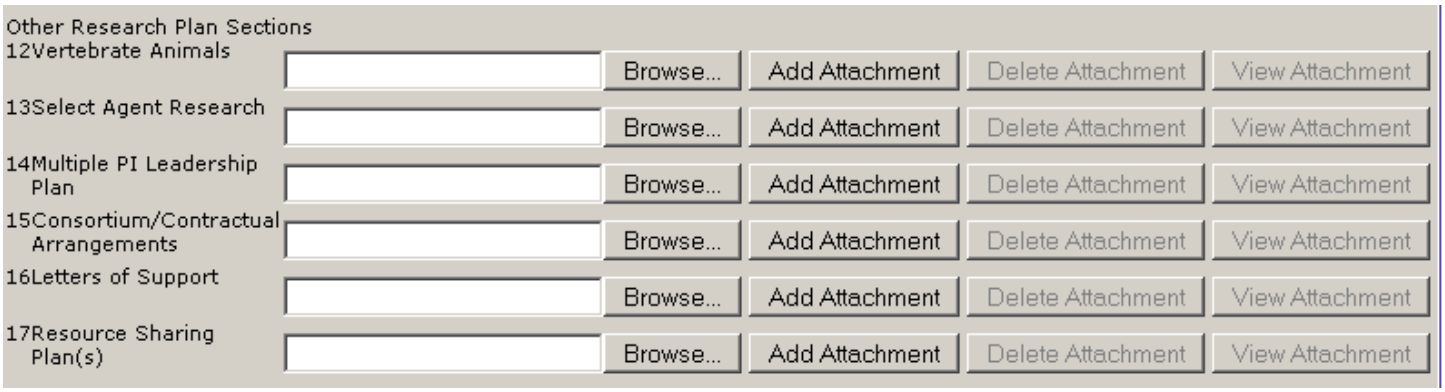
- Attachment Specifications
  - Must be in PDF format for NIH applications
  - When uploading .pdf files, the name of the file is limited to 30 characters
  - Do not use any spaces and only standard characters A through Z, a through z, 0-9, hyphen (-) and underscore (_)
  - Attachments cannot contain headers, footers or page numbers
  - Each attachment should be less than 10 MB in size

Section 2 – Part 2


Human Subjects Section:
Attachments 6-10 apply only when you have answered "yes" to the question "are human subjects involved" on the R&R Other Project Information Form. In this case, attachments 6-10 may be required, and you are encouraged to consult the Application guide instructions and/or the specific Funding Opportunity Announcement to determine which sections must be submitted with this application.
8 Protection of Human Subjects
9 Inclusion of Women and Minorities
10Targeted/Planned Enrollment Table
11Inclusion of Children
Browse...
Add Attachment
Delete Attachment
View Attachment

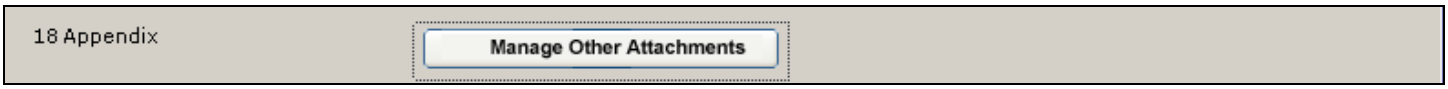
- Human Subjects Section (8-11)
  - Requires a .PDF attachment
  - Upload sections individually
  - If one section is included, create a document for the remaining sections reflecting that the respective section is N/A to the project
  - Note: Items 8-11 need only be completed if you answered “Yes” to item 1 on the R&R Other Project Information Form

Section 2 – Part 3

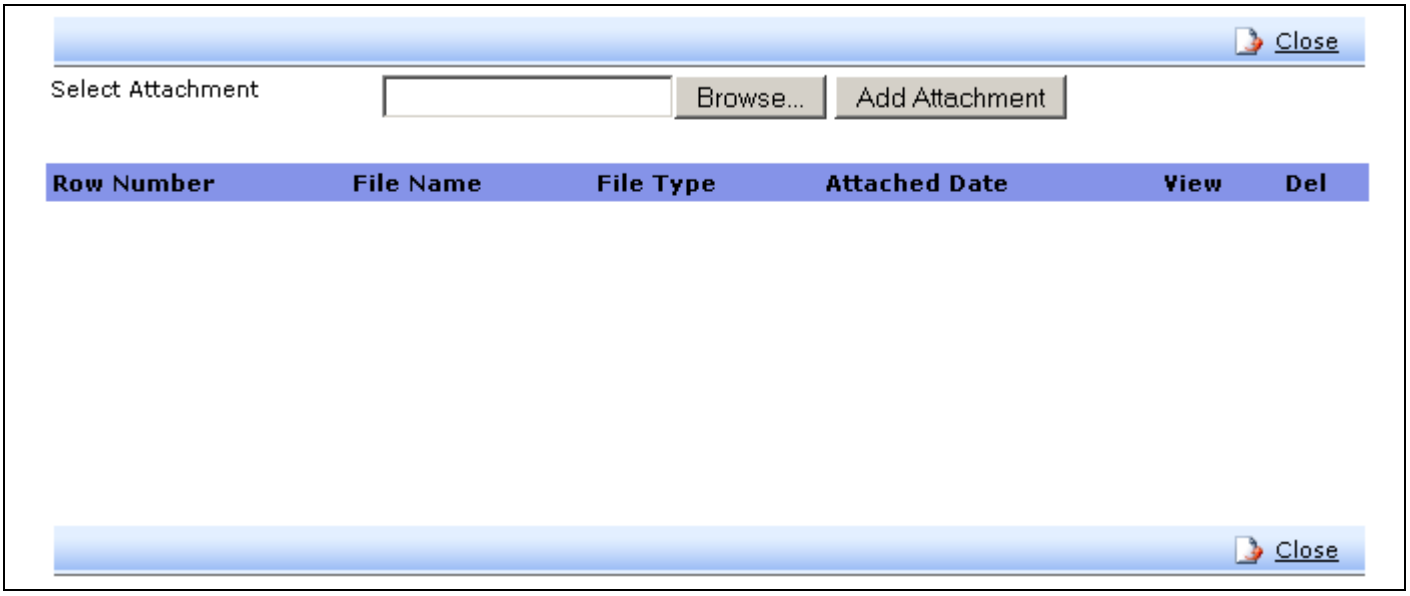


- Other Research Plan Sections
  - Only upload items 12 through 17 if they apply
  - Requires a .PDF attachment
  - Upload sections individually

Appendix



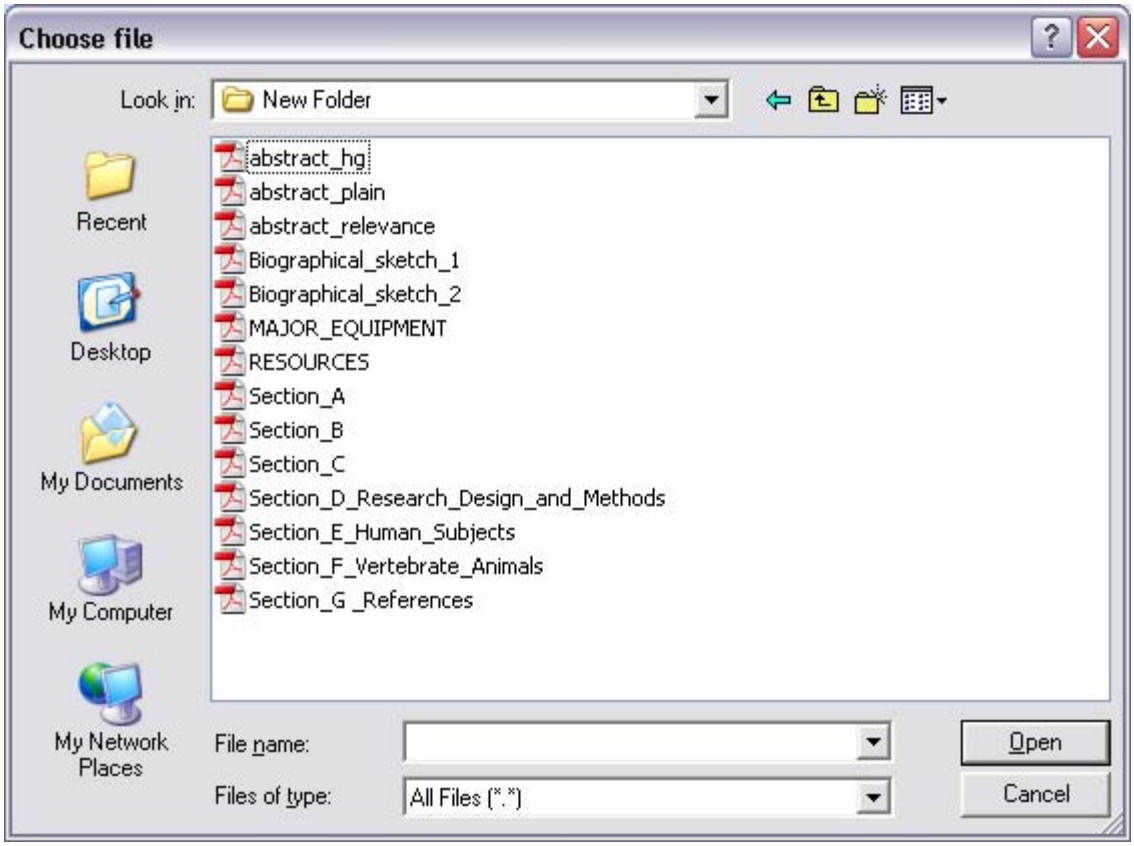
- Manage other attachments



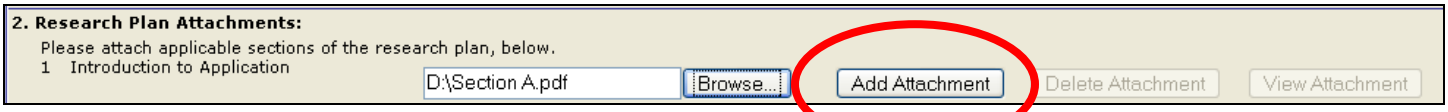
- Follow sponsor rules related to # and type of attachments
  - NIH Notice NOT-OD-07-018 – outlines NIH's new requirements
    - Limits attachments to three (One document per attachment)
- Note: This Notice is extremely specific. PI's are advised to directly reference the notice when preparing Appendix materials.

Adding Attachments

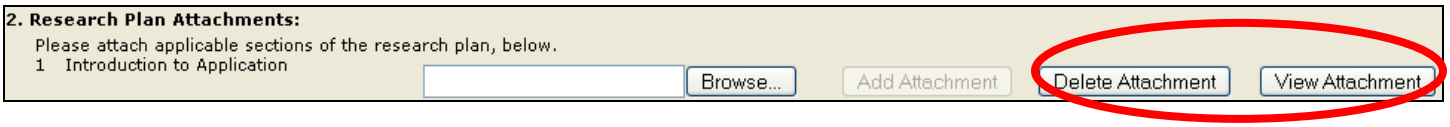
- Click Browse



- Find file and select
- Click open



- Click add attachment

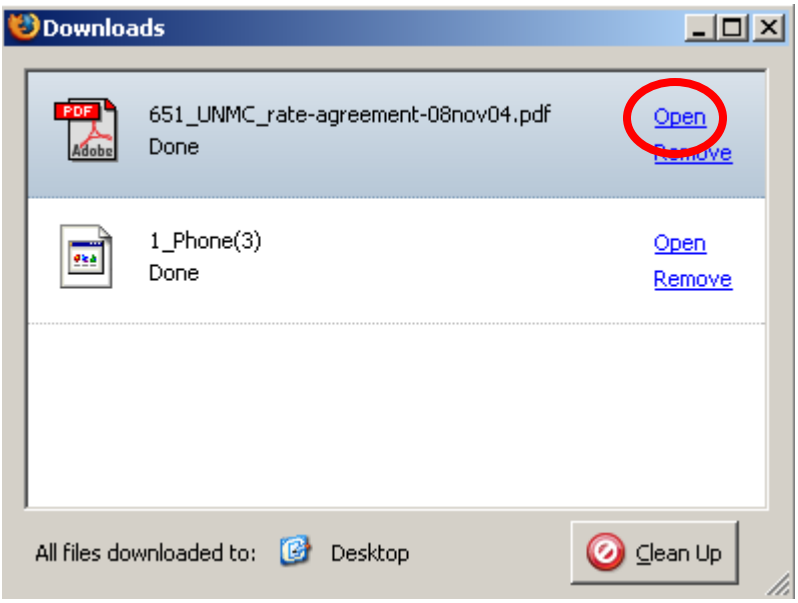


- A successful add attachment activates “delete attachment” and “view attachment” buttons
- Indicates attachment is present
- If you feel you have successfully added an attachment and RAMS does not reflect the change, please contact SPAdmin (559-7456)

View Attachment

- Click “View Attachment” button

- Select “Save File”
- Creates second pop-up box



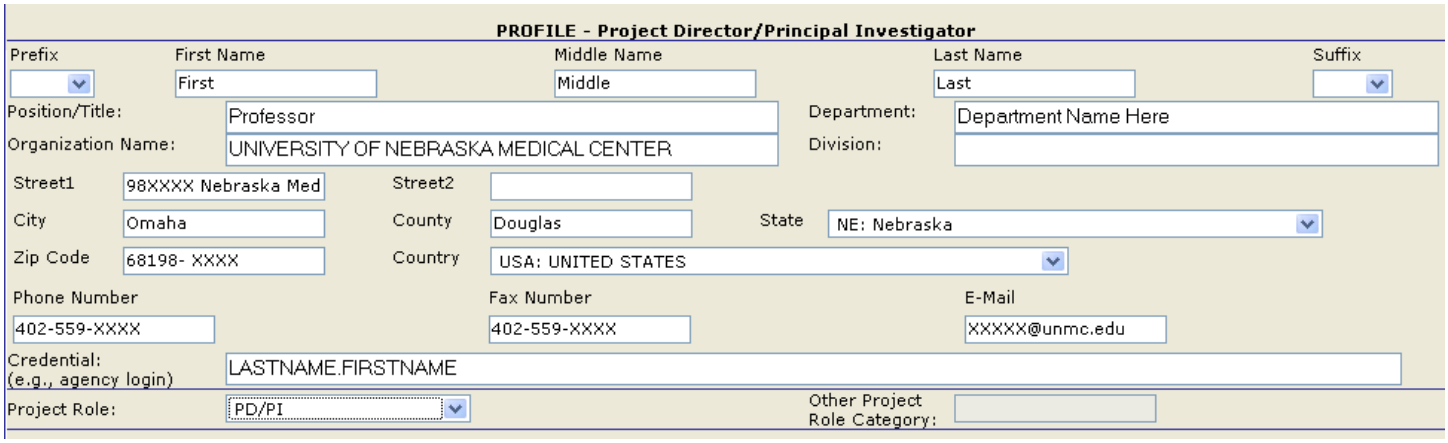
- Select “open” to view document
  - Note: Each time you view an attached document, the grantsERA program writes a copy to your desktop
- Select “remove” to remove from the popup box
- Select “clean-up” button at lower right to remove all downloads in the popup box
  “Clean-up” does not remove viewed documents from your desktop

- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

Research and Related Senior / Key Person Profile

Part 1

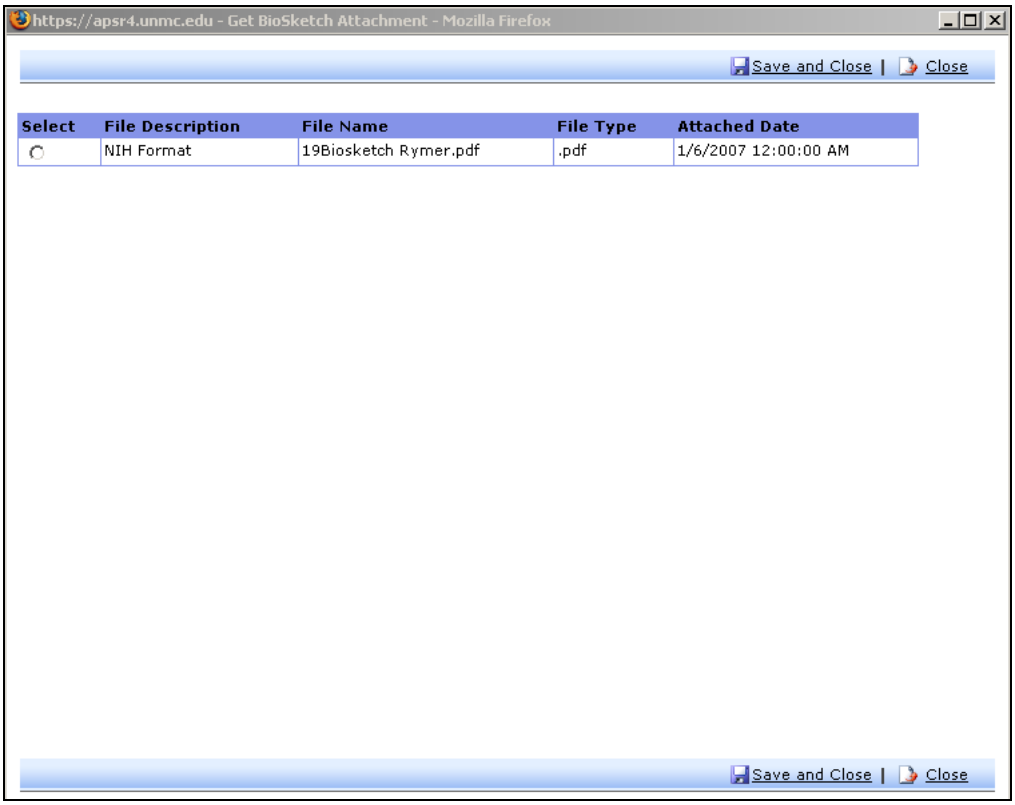


- PI Profile
  - Pre-populated from investigator profile
  - Credential field represents the PD/PI's NIH eRA Commons User ID
  - Complete project role
    - PD/PI
    - Co PD/PI is NIH definition of Multiple Principal Investigators – not Co-Investigator
      - Use this role for two or more principal investigators
      - Multiple Principal Investigator NIH Notice NOT-OD-07-017
        - Key Sections
          - Deciding to Use the Multiple PI Option
          - Multiple PD/PI Leadership Plan
- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.
  - All additional actions on this page take you to another page

Part 2

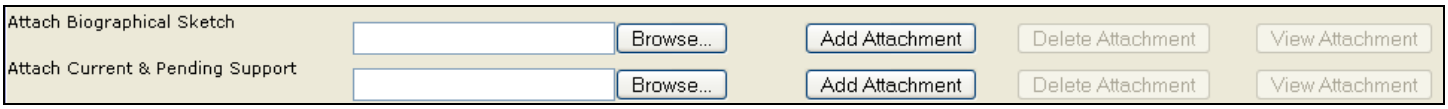
- Bio Sketch
  - "Get BioSketch from Profile"
- Click button
  - Select a BioSketch from the list if there is more than one in the profile



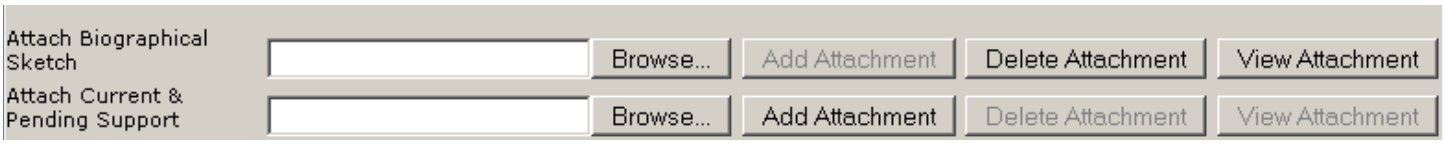
Strategies for Managing BioSketches

- Upload word processing file to keep all information and for updating
- Use file description to date and label different .pdf file formats
  - e.g. NIH format – 02-01-2007
  - e.g. DoD format – 01-03-2007
- Update BioSketches prior to submission deadlines

Part 3



- Browse and attach a file for principal investigators who do not have a BioSketch in their profile

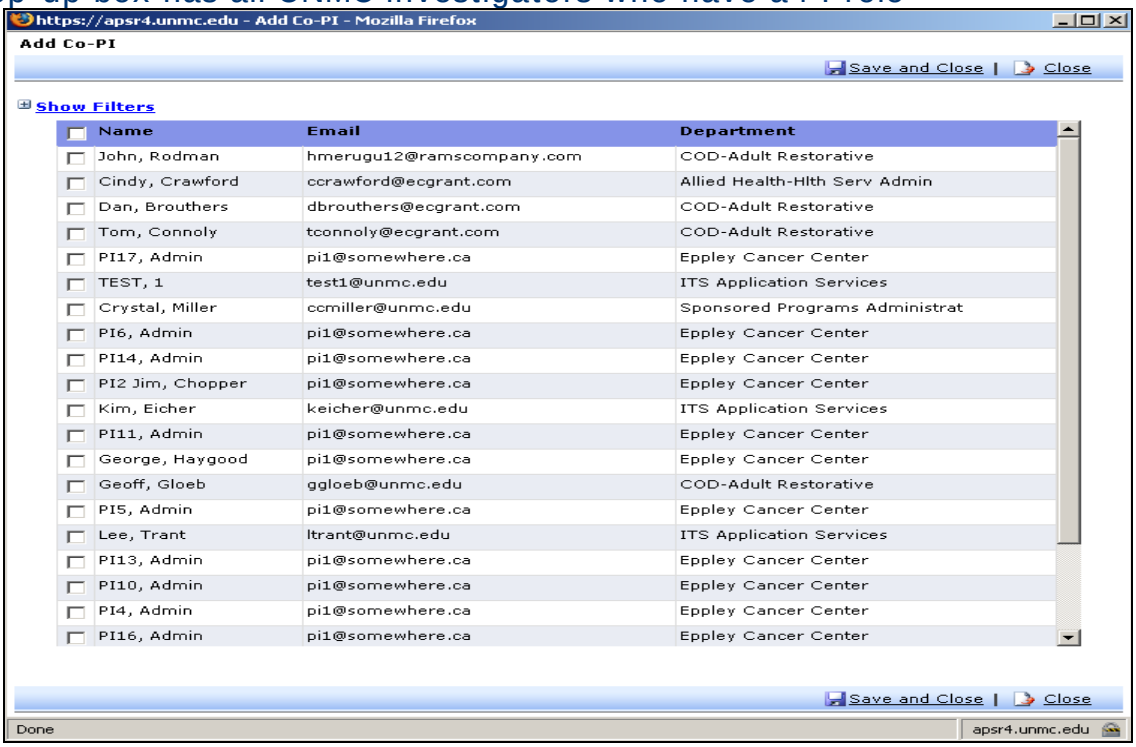


- A successful add attachment activates “delete attachment” and “view attachment” buttons
- Indicates attachment is present

Profiles for Key Personnel

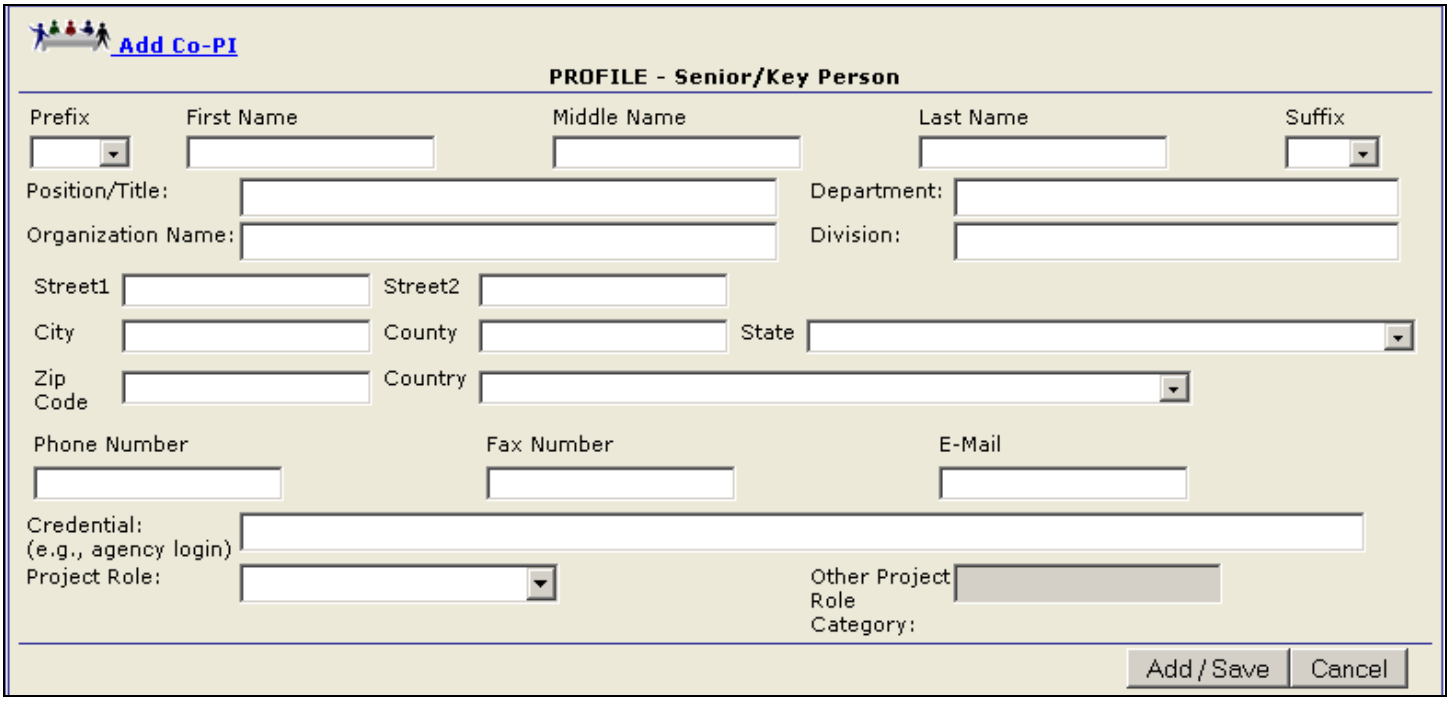
Add Co-Investigators

- Co-investigators – as we have traditionally labeled them are added here
  - Adding Investigators from UNMC
    - Click “Add Co-PI” button
    - Pop-up box has all UNMC investigators who have a PI role

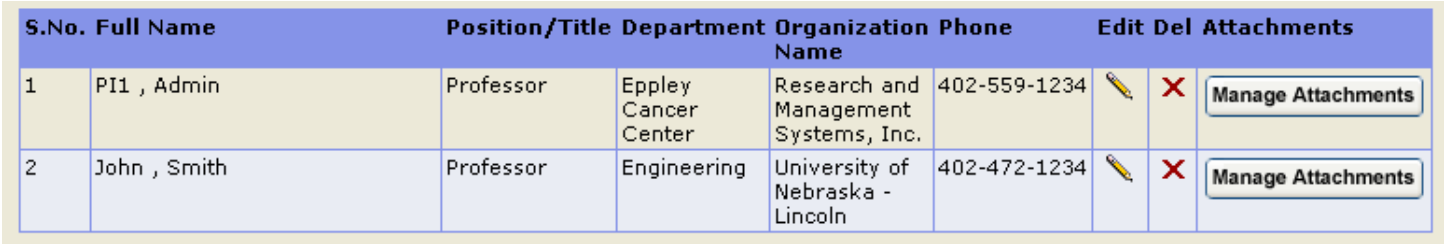

https://apsr4.unmc.edu - Add Co-PI - Mozilla Firefox
Add Co-PI
Save and Close | Close
Show Filters
Name | Email | Department
John, Rodman | hmerugu12@ramscompany.com | COD-Adult Restorative
Cindy, Crawford | ccrawford@ecgrant.com | Allied Health-Hlth Serv Admin
Dan, Brouthers | dbrouthers@ecgrant.com | COD-Adult Restorative
Tom, Connoly | tconnoly@ecgrant.com | COD-Adult Restorative
PI17, Admin | pi1@somewhere.ca | Eppley Cancer Center
TEST, 1 | test1@unmc.edu | ITS Application Services
Crystal, Miller | ccmiller@unmc.edu | Sponsored Programs Administrat
PI6, Admin | pi1@somewhere.ca | Eppley Cancer Center
PI14, Admin | pi1@somewhere.ca | Eppley Cancer Center
PI2 Jim, Chopper | pi1@somewhere.ca | Eppley Cancer Center
Kim, Eicher | keicher@unmc.edu | ITS Application Services
PI11, Admin | pi1@somewhere.ca | Eppley Cancer Center
George, Haygood | pi1@somewhere.ca | Eppley Cancer Center
Geoff, Gloeb | ggloeb@unmc.edu | COD-Adult Restorative
PI5, Admin | pi1@somewhere.ca | Eppley Cancer Center
Lee, Trant | ltrant@unmc.edu | ITS Application Services
PI13, Admin | pi1@somewhere.ca | Eppley Cancer Center
PI10, Admin | pi1@somewhere.ca | Eppley Cancer Center
PI4, Admin | pi1@somewhere.ca | Eppley Cancer Center
PI16, Admin | pi1@somewhere.ca | Eppley Cancer Center
Save and Close | Close
Done
apsr4.unmc.edu

- Check boxes in front of an investigators name to add them as key personnel

- Use “Show Filters” to narrow list
- Select key personnel from UNMC and click “Save and Close”



- Adding Investigators from other campuses
  - Complete fields in form and then click “add/save”
  - Note: When adding country and is USA – type US
    - For other countries type first letter and choose from Drop down

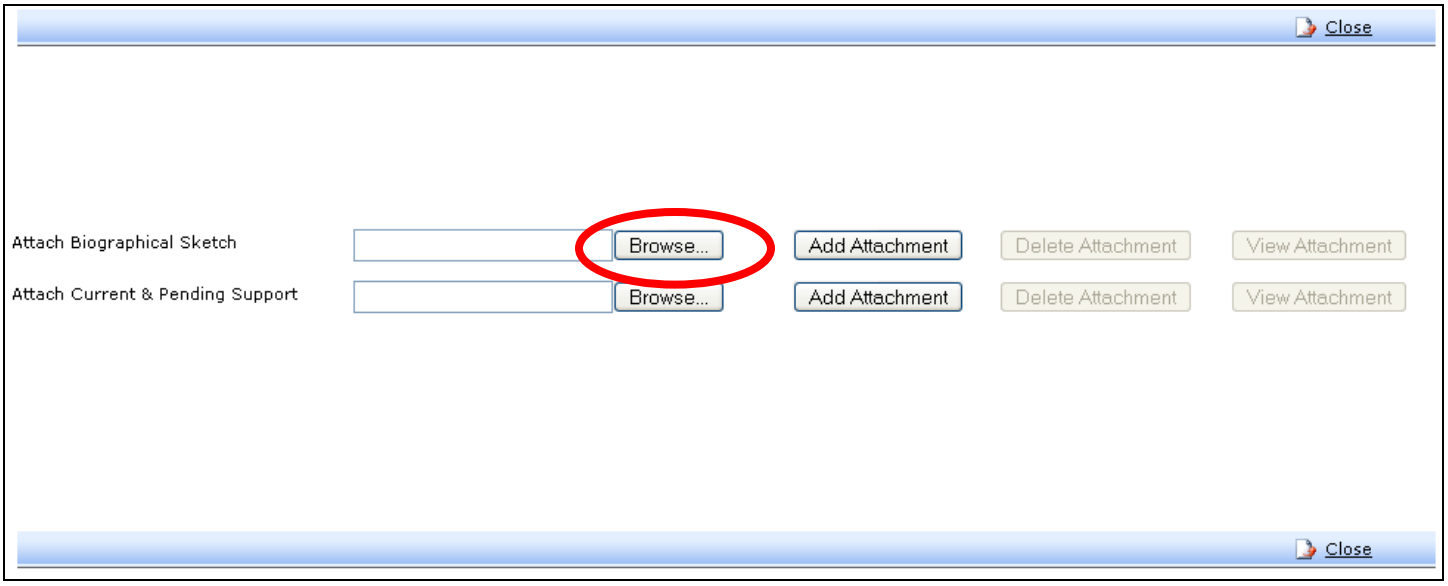


S.No.	Full Name	Position/Title	Department	Organization Name	Phone	Edit	Del	Attachments
1	PI1 , Admin	Professor	Eppley Cancer Center	Research and Management Systems, Inc.	402-559-1234			Manage Attachments
2	John , Smith	Professor	Engineering	University of Nebraska - Lincoln	402-472-1234			Manage Attachments

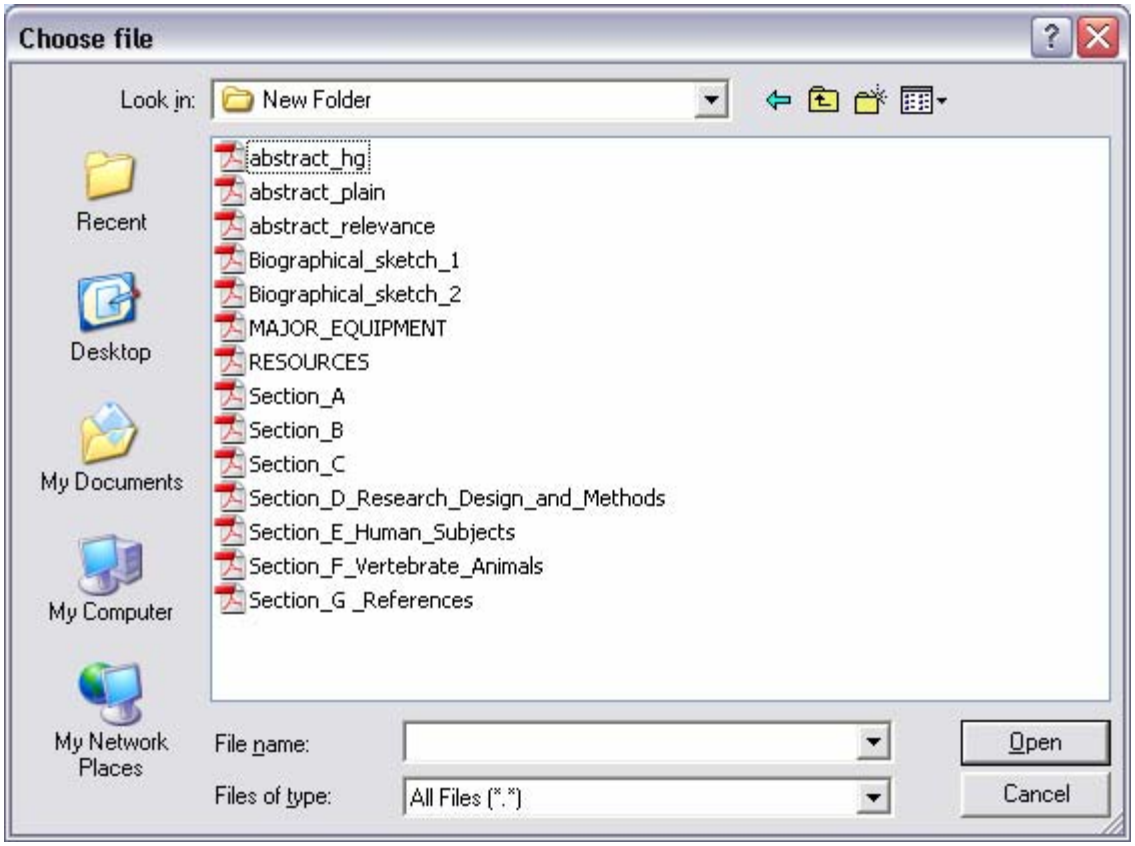
Insert Project Role

- Click on the pencil to edit
  - Information will populate into the form
- Click on “Project Role” drop down
  - Choose Role
    - If you don’t like the options available in the dropdown menu, choose “Other.”
    - Then complete “Other Project Role Category.” (e.g., Co-Investigator or Collaborator)
    - If you choose Co PD/PI as a role, be certain it meets NIH definitions for that classification.
    - Co PD/PI is NIH definition of Multiple Principal Investigators – not Co-Investigator
      - Use this role for two or more principal investigators
      - Multiple Principal Investigator NIH Notice NOT-OD-07-017
- Information will disappear from the boxes, if you forget to Add/Save

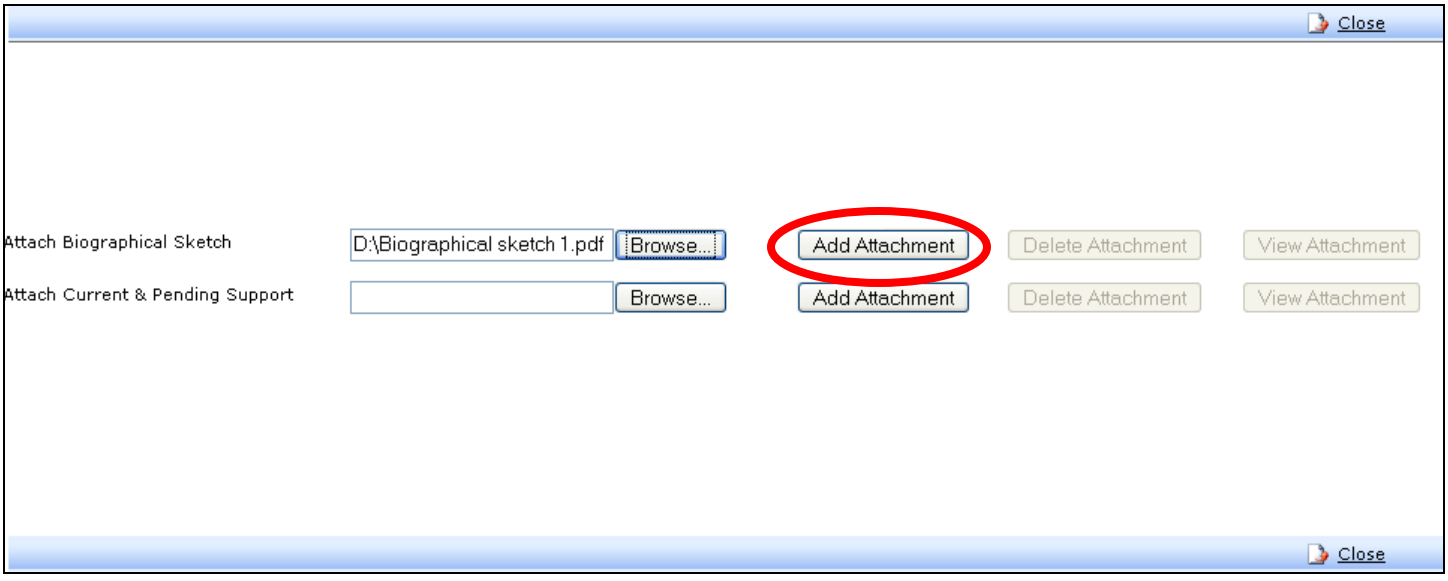
Manage Attachment – Add BioSketch



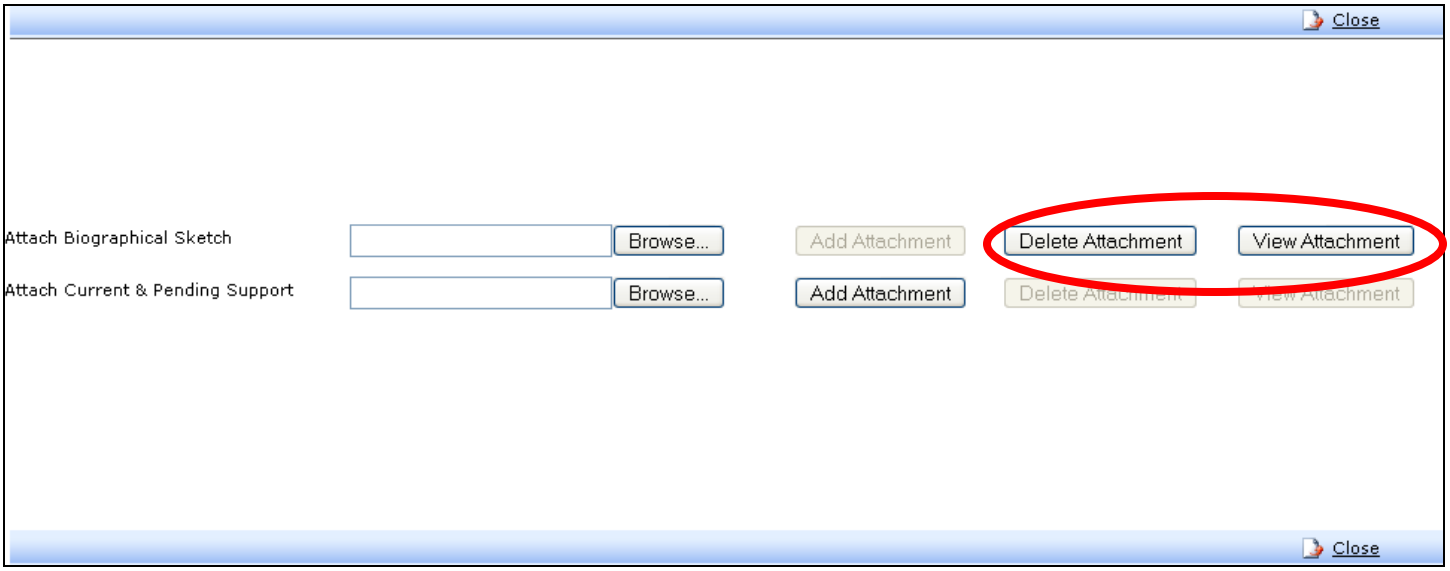
- Click Browse



- Find file and select
- Click to open

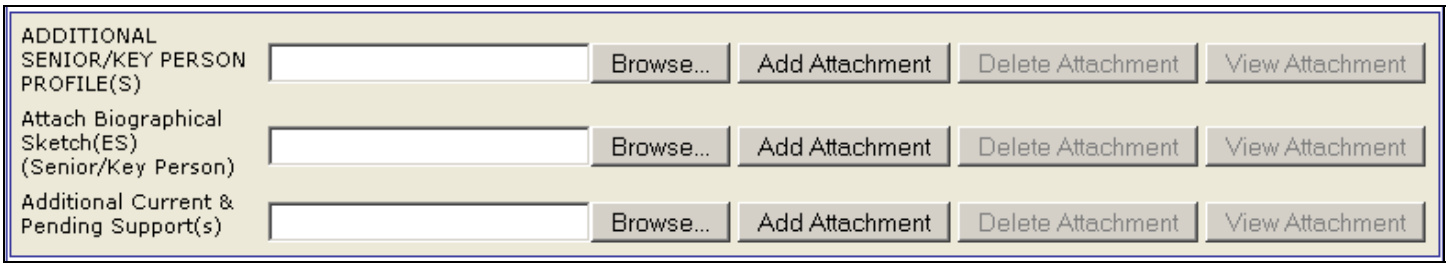


- Click to add attachment

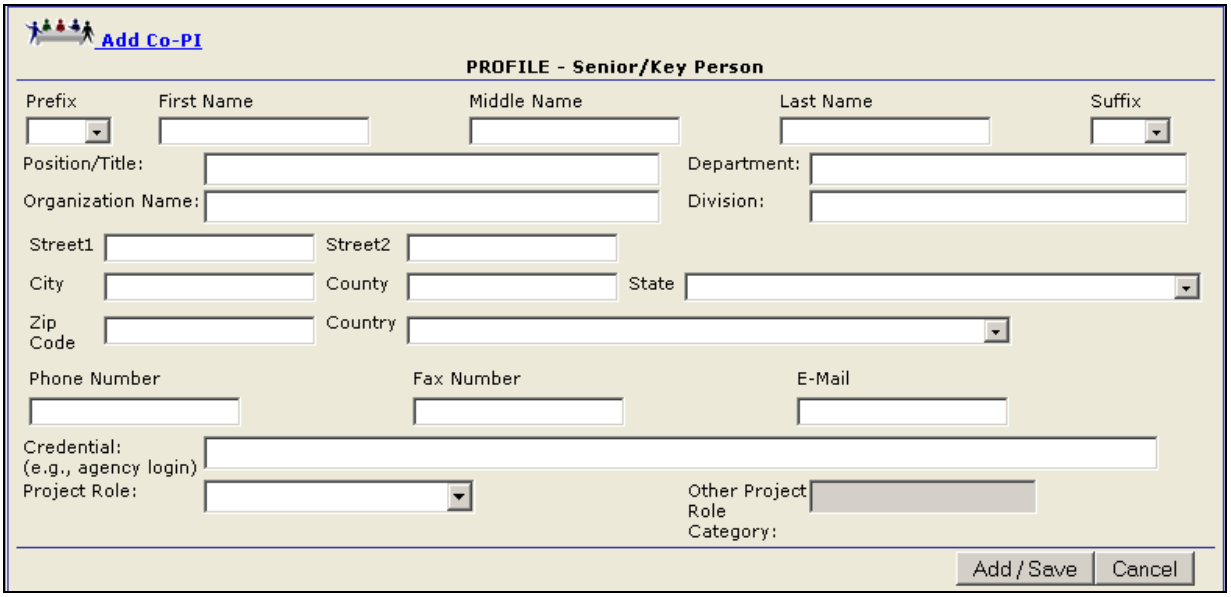


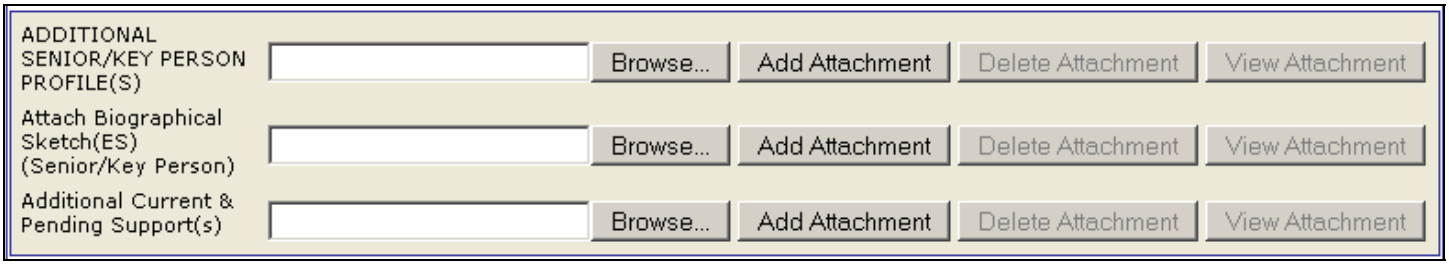
- A successful add attachment activates “delete attachment,” and “view attachment” buttons, and indicates attachment is present
- “Current and Pending Support” will be provided to NIH at Just-in-Time
- Note: BioSketches are required for all key personnel

More than 40 Key Personnel



- Upload a file that has all information contained in the profile for Key Personnel (see below) for each additional person
- All additional personnel information is uploaded as one .PDF document





- Upload in one .PDF document which includes BioSketches for all additional personnel

- Save

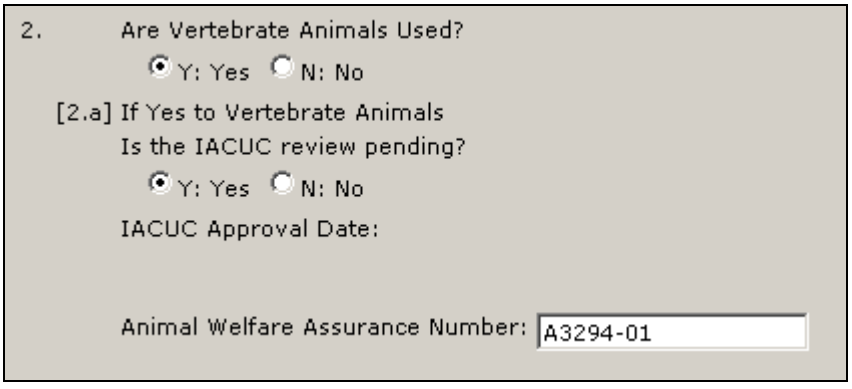
  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

R and R Other Project Information

Section 1: Human Subjects

- Indicate human subjects involvement
  - If Yes
    - 1.a - Is review pending?
      - Always yes to pending (1.a)
        - The science of the proposal must be compared to the IRB protocol in order to be valid
        - Timeframes do not allow review to happen prior to submission
        - Approval Date will be provided to NIH at Just In Time (JIT) stage
  - If you choose an exemption – IRB must determine the exemption number to be assigned
  - Human Subjects Assurance Number
    - 00002939
    - **Do not enter "FWA"**

Section 2 – Vertebrate Animals

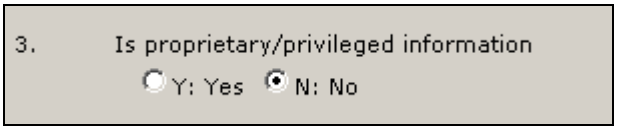

2. Are Vertebrate Animals Used?
Y: Yes N: No
[2.a] If Yes to Vertebrate Animals
Is the IACUC review pending?
Y: Yes N: No
IACUC Approval Date:
Animal Welfare Assurance Number: A3294-01

- Indicate use of vertebrate animals
  - If Yes
    - 1.a - Is review pending?
      - Always yes to pending (1.a) because:
        - The science of the proposal must be compared to the IRB protocol in

order to be valid
    - Timeframes do not allow review to happen prior to submission
    - Approval Date will be provided to NIH at Just In Time (JIT) stage
- Animal Welfare Assurance Number
  - A3294-01

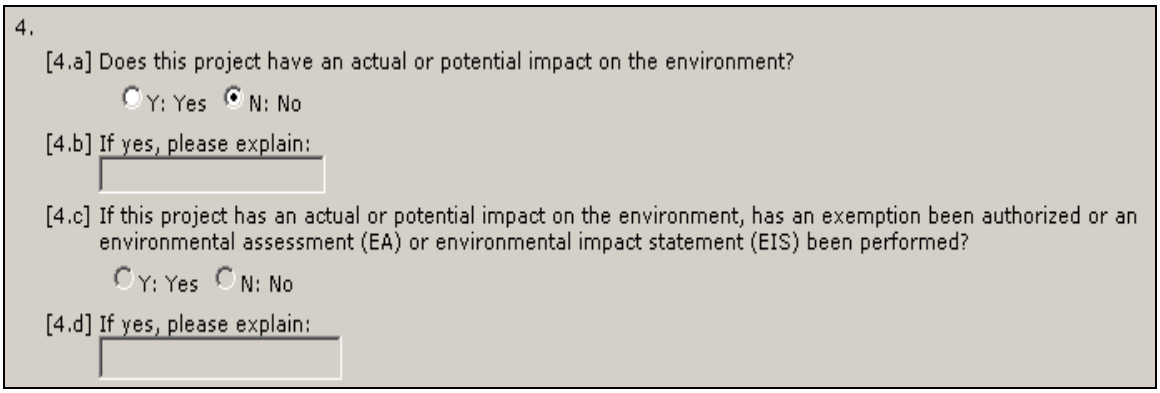
- Note: SPA is working with the vendor to pre-populate the institutional numbers from the institutional profile

Section 3 – Proprietary Info



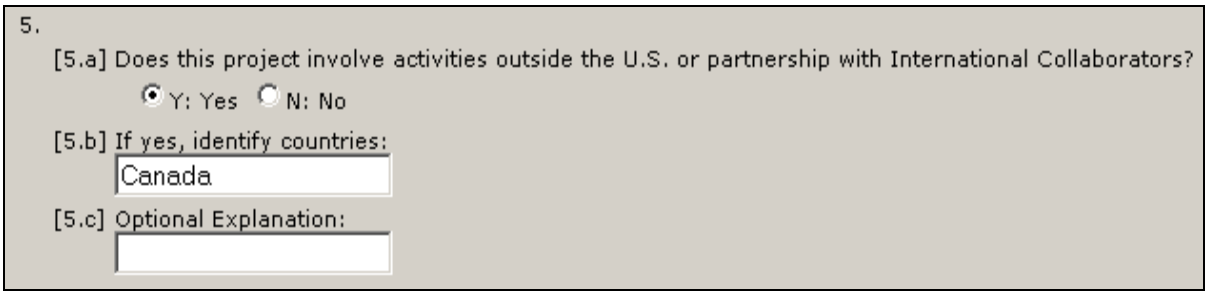
- Questions
  - Is there patentable information included?
  - Is there information included that is covered under a confidentiality agreement?
  - Is there information included that is required to be kept confidential and is covered under an MTA?
- Grant Action
  - If yes, ensure that proprietary information is marked as such in the research plan
- NIH Actions
  - Protects all proprietary information if it is requested under a Freedom of Information Act Request (FOIA)
  - Encourages PIs to limit this type of information in an application

Section 4 – Environmental Impact


4.
[4.a] Does this project have an actual or potential impact on the environment?
Y: Yes
N: No
[4.b] If yes, please explain:
[4.c] If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed?
Y: Yes
N: No
[4.d] If yes, please explain:

- Questions
  - Does the end product of your research have environmental impact?
- Additional Information
  - Has been rare at UNMC
  - Does not include items where regulatory processes are already in place (e.g. radioactivity)

Section 5 – International Collaborations

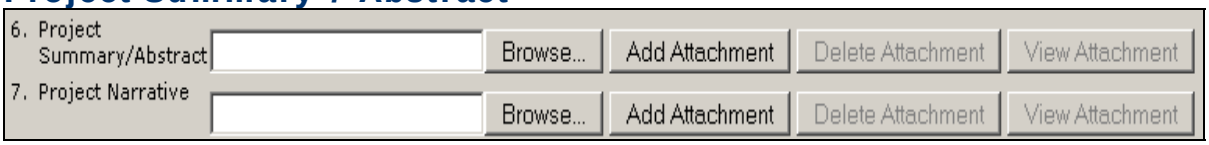

5.
[5.a] Does this project involve activities outside the U.S. or partnership with International Collaborators?
Y: Yes
N: No
[5.b] If yes, identify countries:
Canada
[5.c] Optional Explanation:

- List all international collaborations (e.g. subcontracts, consultants)

*Note: SPAdmin recommends utilizing the R&R Other Project Information, item 11 "Manage Other Attachments" to fully explain or justify activities outside the United States.

Section 6

Project Summary / Abstract



- Format for abstract from SF 424 instructions (NIH "box" Form is no longer used)

The first and major component of the Project Summary/Abstract (i. e., "Description") is a **Project Summary**. It is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the **mission of the agency**). Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and insofar as possible understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. Finally, please make every effort to be succinct. This section must be no longer than 30 lines of text, and follow the required font and margin specifications. An abstract which exceeds this allowable length may be flagged as an error by the agency upon submission. This would require a corrective action before the application will be accepted.

Font

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch.

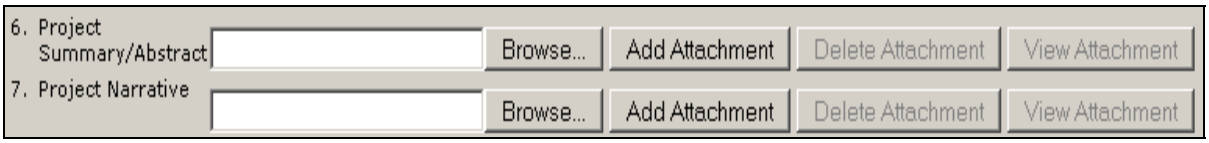
Type may be no more than six lines per inch.

Page Margins

Use *standard paper size (8 ½" x 11)*.

Use at least one-half inch margins (top, bottom, left, and right) for all pages.

Section 7 – Relevance Section of Abstract (for NIH)



- Project Narrative
  - NIH uses for "Relevance" Section of abstract
- Format for relevance section of abstract from PHS398 instructions

The second component of the Description is **Relevance**. Using no more than two or three sentences, describe the relevance of this research to **public** health. In this section, be succinct and use plain language that can be understood by a general, lay audience.

- Note: Non-NIH sponsors may use "Relevance" Section to upload entire project narrative as one section
  - Refer to sponsor guidelines

Section 8 – Bibliography and References Cited

- Upload .PDF file of bibliography in Section 8

Section 9 – Facilities and Other Resources

- Previously top portion of Resources page
  - PHS 398 form is not required
  - Include information that was requested on the previous form

Section 10 – Equipment

- Previously bottom portion of Resources page
  - Form is not required
  - Include information that was requested on the previous form

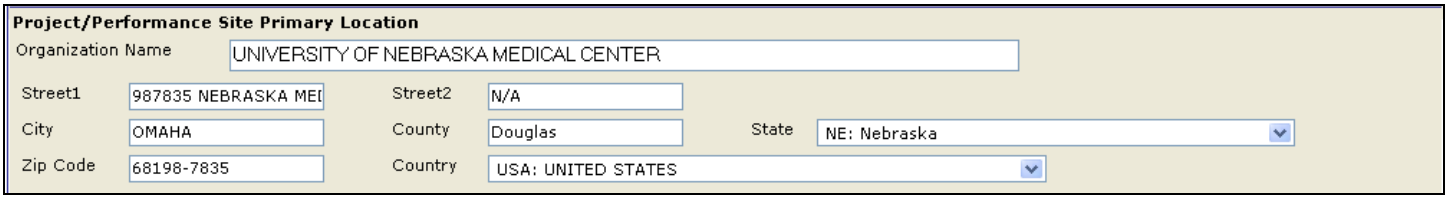
Section 11 – Other Attachments

- Rare
  - e.g. - multiple resources page(s) from multiple laboratories or multiple sites
  - Foreign collaboration
    - Note: Describe special resources or characteristics of the research project (e.g., human subjects, animals, disease, equipment, and techniques), whether similar research is being done in the United States and whether there is a need for additional research in this area.

- Save

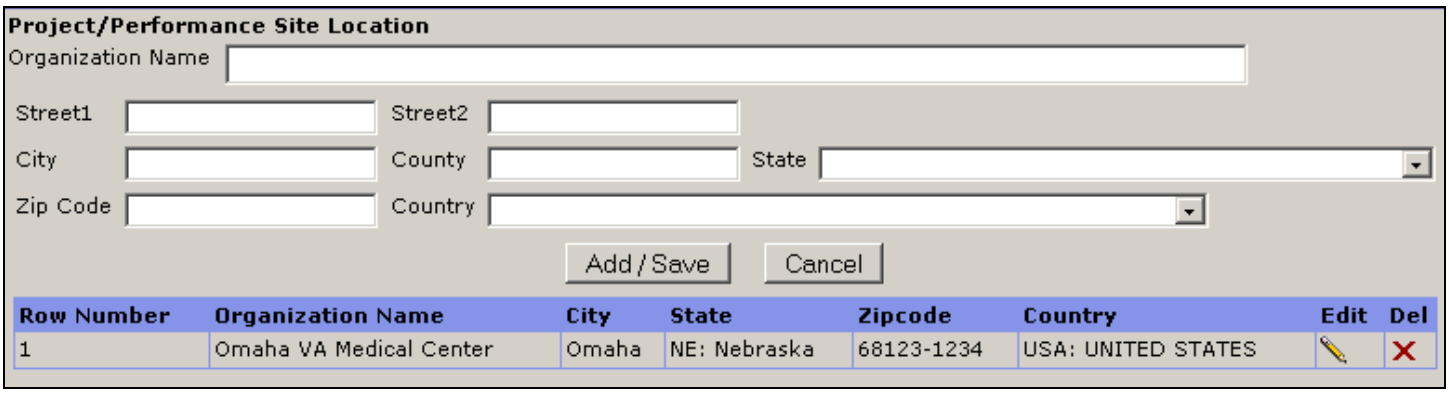
  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

R&R Project Performance Site Location(s)



- Primary Site
  - Pre-populates from Institutional Profile
  - Defaults to SPA's address
  - Change if appropriate

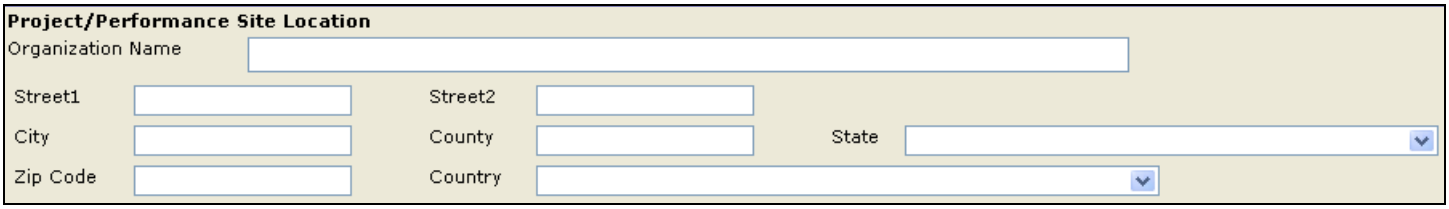
Additional Sites



- Complete information in fields (e.g., VA, USC)
- Click “Add & Save”
- Additions are listed under the add/save section

More than 8 Locations

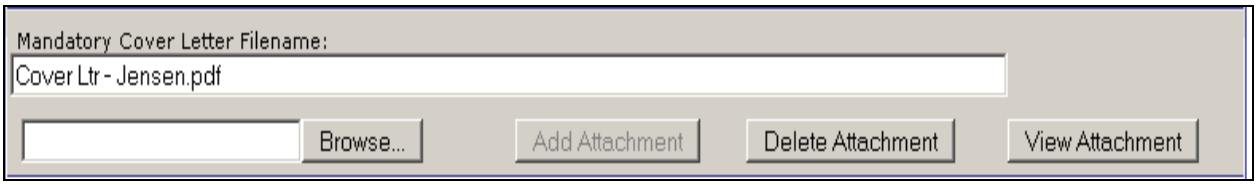
- Upload a file that has all information contained in the profile for Performance Site Locations (see below) for each additional site
- All additional personnel information is uploaded as one .PDF document



- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

PHS Cover Letter



- PI may attach a cover letter for the following purposes
  - Request review in a particular study section
  - Explain reasons and application is late
    - Applications to an RFA or PAR will not be accepted if submitted late
    - Applications to a parent announcement can only request a two week extension
      - NIH Notice – NOT-OD-07-026
- SPA will combine our standardized cover letter with any the PI provides and replace uploaded file with the combined letter

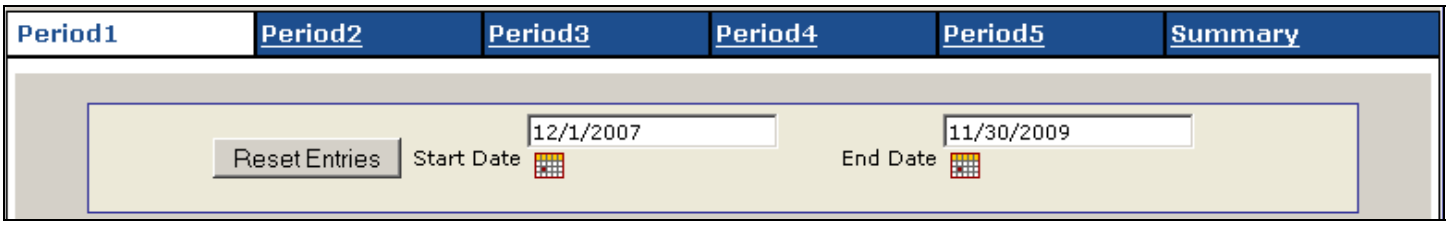
- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

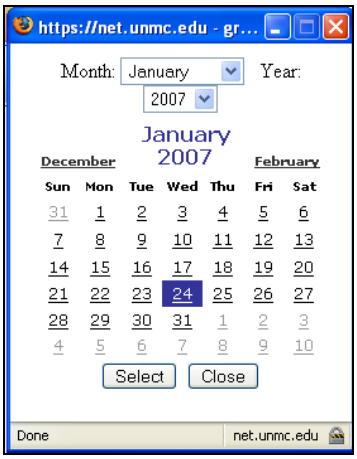
Modular Budget

- Periods

  - The blue tab at the top, indicates the period (year) of the project in which you are working
  - Summary is included as well
- Dates



  - Enter the dates for one budget period (year)
  - Format MM/DD/YYYY



- You may use calendar pop up to choose dates

*Note: Complete your internal budget prior to completing this modular budget, as calculations are completed for you

Direct Costs

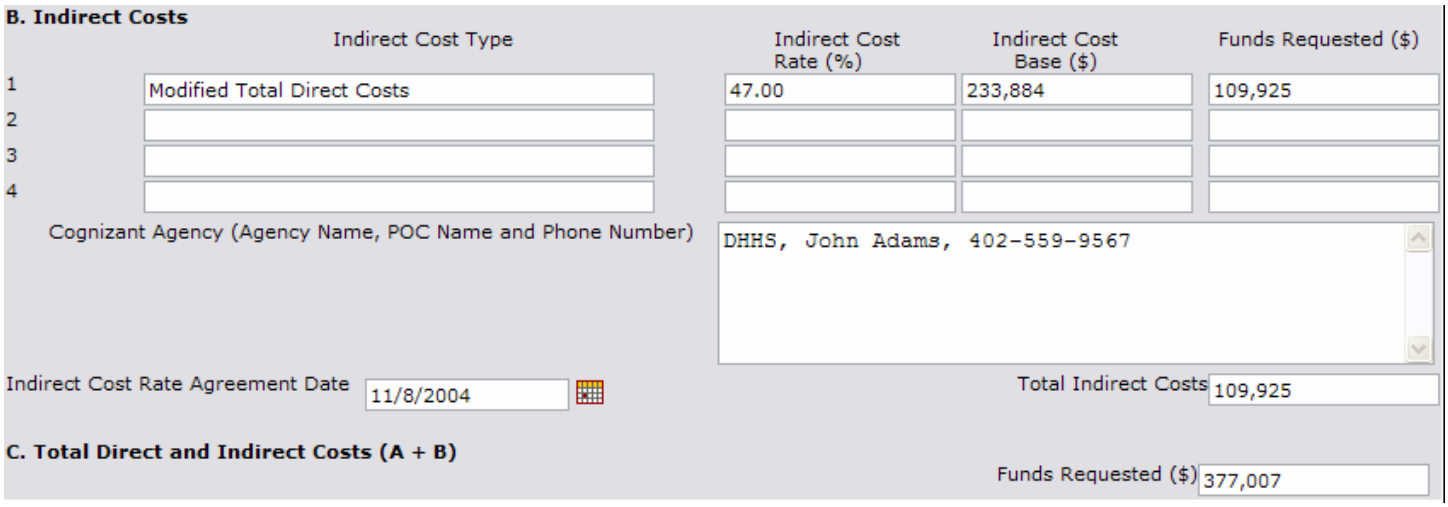
A. Direct Costs

	* Funds Requested ($)
Direct Cost less Consortium F & A	250,000
Consortium F & A	17,082
Total Direct Costs	267,082

- Direct Costs less Consortium F&A (DC less CF&A)
  - Maximum for NIH is $250,000
  - Consortium, or subcontract F&A is not counted towards the maximum
- Consortium F&A (CF&A)
  - F&A for the subcontractor; (refer to Subcontractor budget)
- Total Direct Costs (TDC)
  - Sum of (DC less CF&A) + (CF&A) = TDC
  - Auto-calculated field
- SPAdmin recommends completing the internal budgets first. The MTDC and F&A Basis can be found here on the internal budget sheets:

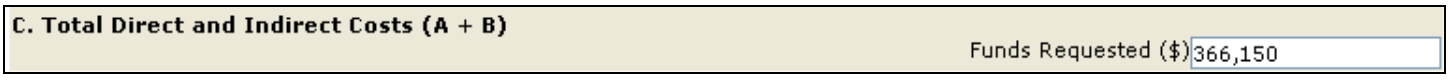
MTDC		Year 1 Budget
517000	Salaries	62,194
519000	Benefits	17,414
520000	Operating	43,138
526000	Consultants	
526004	Subcontracts	118,740
52XXX	Exempt	
530000	Supplies	44,252
540000	Travel	2,500
550000	Equipment	
[illegible]	Gov't Aid	
Total Direct Costs		288,238
Less: F&A Exempt		
Subcontracts > $25k		93,740
Exempt		
Capital Equipment		-
Gov't Aid		
F&A Basis		194,498

Indirect Costs



- Section 1
  - Indirect Cost Type
    - Enter Modified Total Direct Costs (MTDC)
  - Indirect Cost Rate (%)
    - Enter appropriate rate
      - 47% for on campus research
      - 26% for off-campus research (e.g. location is VA hospital)
      - 26% for other sponsored projects
  - Indirect Cost Base ($)
    - Enter calculated modified base
    - Calculated on internal budget
      - Subtract from Total Direct Costs
        - Equipment
        - Patient Care Costs
        - Tuition and Fees, Fellowships
        - Amount of Subcontract greater than $25,000 for entire cycle of project
- Funds Requested
  - Auto-calculated based on rate and base
    - Section 2-4
    - Not applicable to UNMC at this time
    - Cognizant Agency
    - Enter DHHS, John Adams, 402-559-9567
    - Indirect Cost Rate Agreement Date
    - Enter – 11/08/2004
    - SPA is working with RAMS to pre-populate this redundant information

Total Direct and Indirect Costs

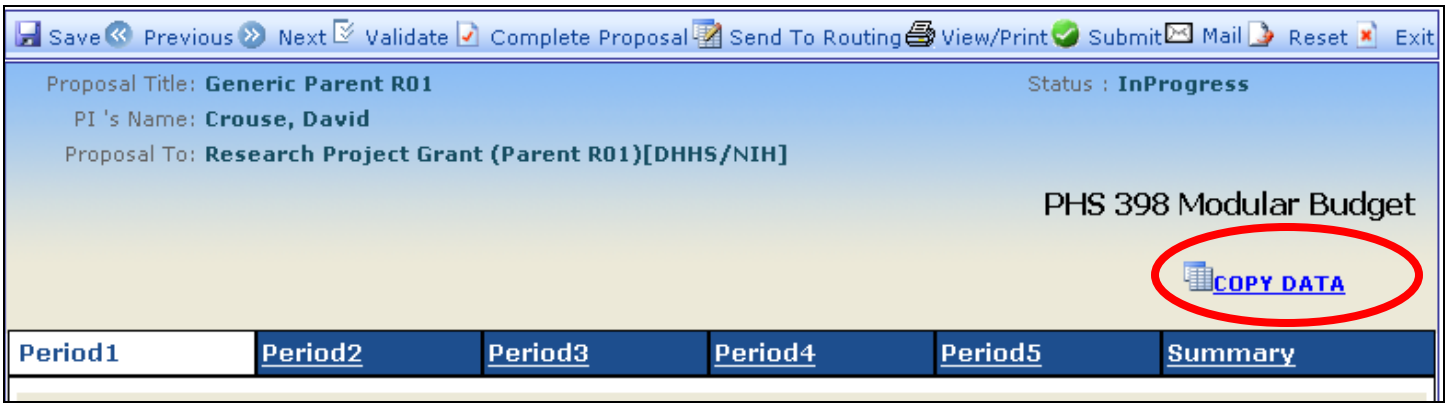


- Auto-calculated field (Sum of Direct Costs and Indirect Costs)

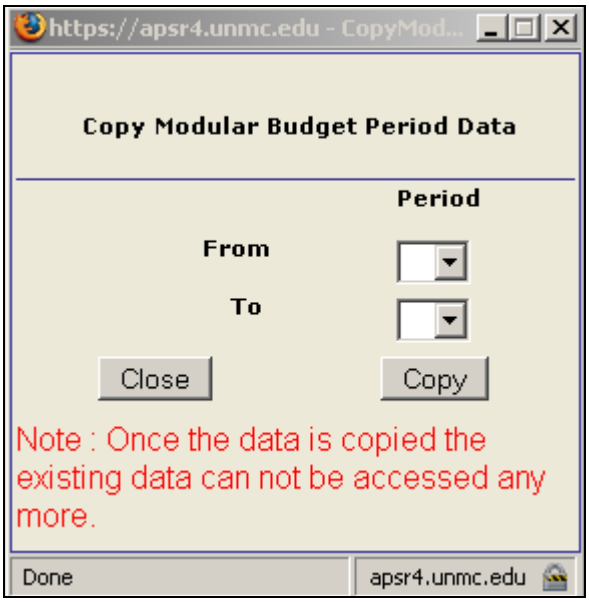
- Save

  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

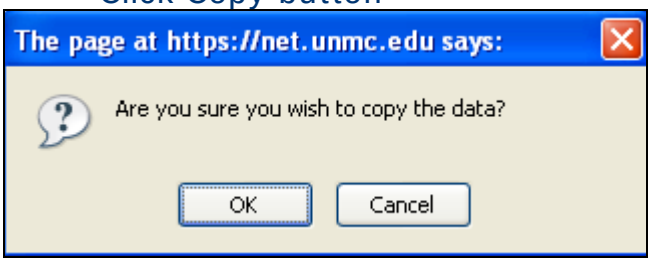
Copy Budget



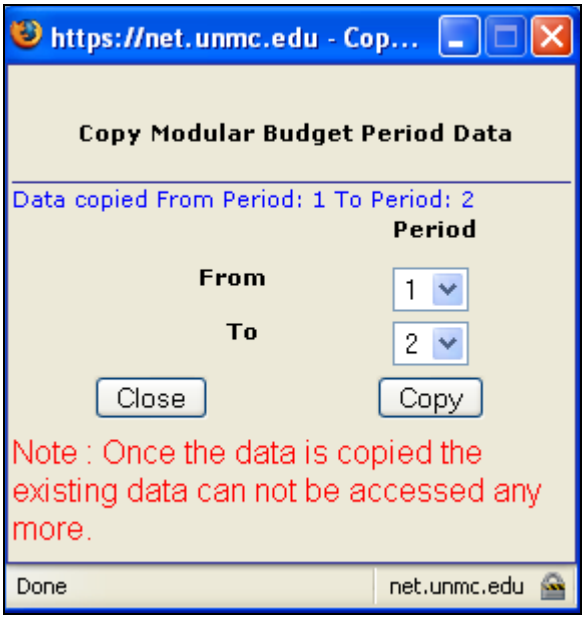
- Move data from one period to another
- Click “Copy Data” button



- Pop-up box
  - Enter From Period 1 To Period 2
  - Click Copy button



  - Program verifies you want to copy
    - Click OK

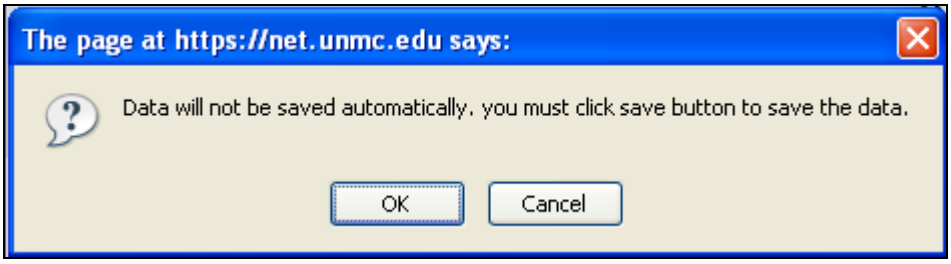


- If successfully copied, blue text will appear
- Click Close

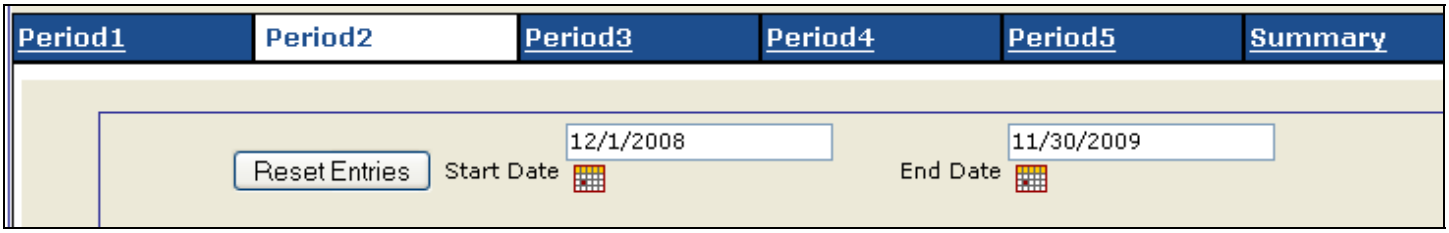
- Save

- Click the SAVE button
- All information will be lost if you fail to SAVE before moving to a different page.

- View Period 2 by clicking on Period 2 tab


The page at https://net.unmc.edu says:
Data will not be saved automatically, you must click save button to save the data.
OK
Cancel

- Reminder to save data
  - Click ok, because data was saved above



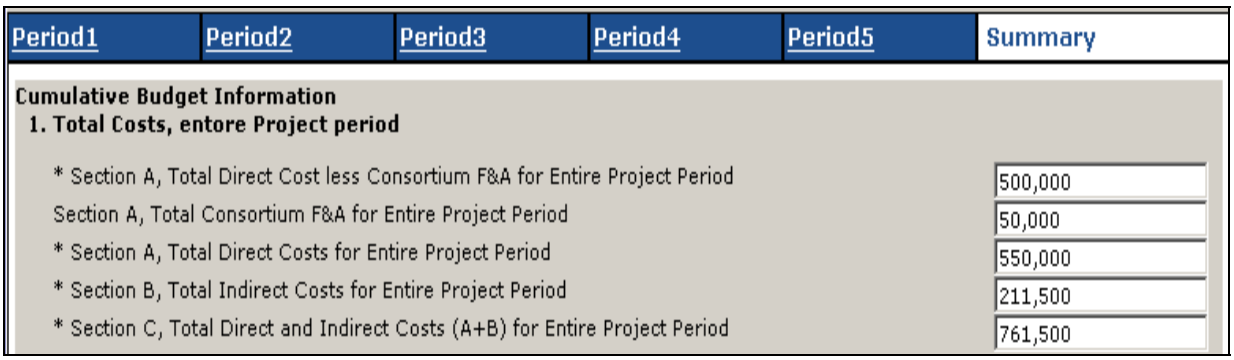
- In Period 2, the system will not change the year in the copy process, therefore:
  - Modify the year data to reflect next year (e.g. 2007 to 2008)

- SAVE

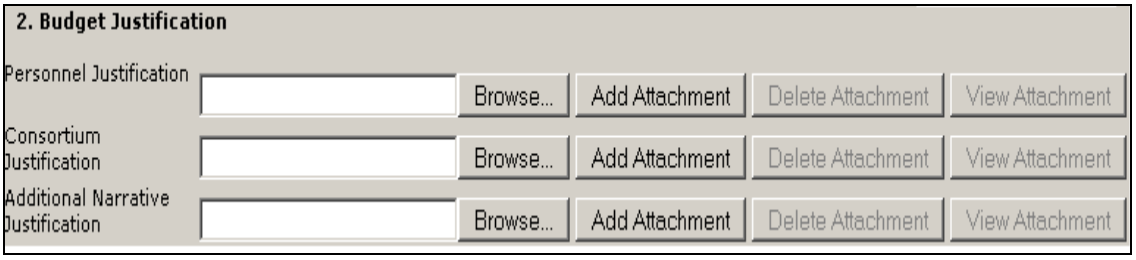
  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

*Note: Copy from Period 1 to 2, change dates, save, then copy from period 2 to 3, change dates, save, etc.

Summary Tab


Period1
Period2
Period3
Period4
Period5
Summary
Cumulative Budget Information
1. Total Costs, entore Project period
* Section A, Total Direct Cost less Consortium F&A for Entire Project Period
500,000
Section A, Total Consortium F&A for Entire Project Period
50,000
* Section A, Total Direct Costs for Entire Project Period
550,000
* Section B, Total Indirect Costs for Entire Project Period
211,500
* Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period
761,500

- Section 1 – Cumulative Budget Information
  - Presents summary of all budget periods completed



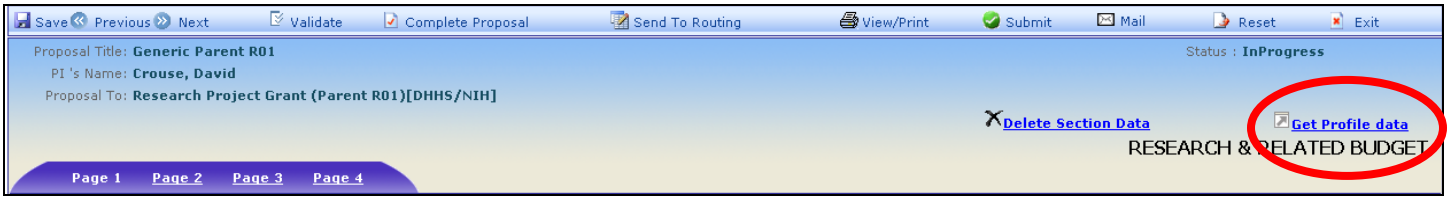
- Section 2
  - Upload justification in three sections
    - Personnel
    - Consortium (subcontract)
    - Additional Narrative (e.g., Modules are different, purchasing equipment)

- Save

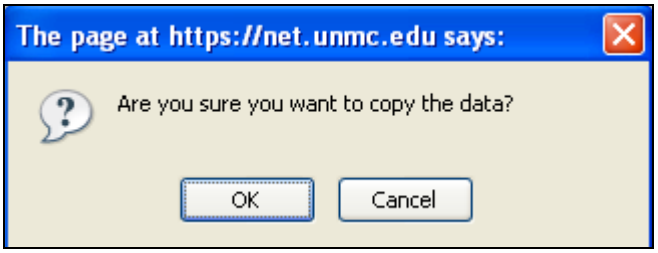
  - Click the SAVE button
  - All information will be lost if you fail to SAVE before moving to a different page.

R&R Detailed Budget

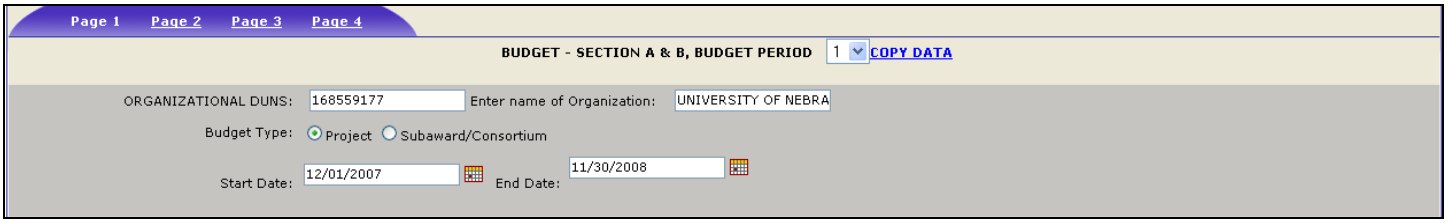
- Get Profile Budget



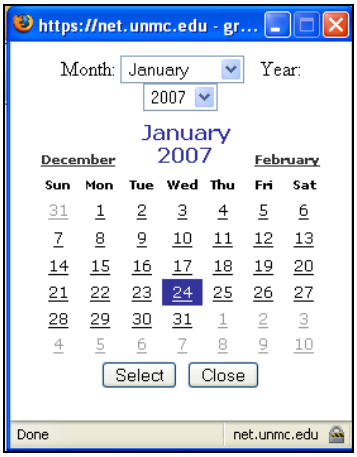
- Click Get Profile Data button



- Click OK to copy the data



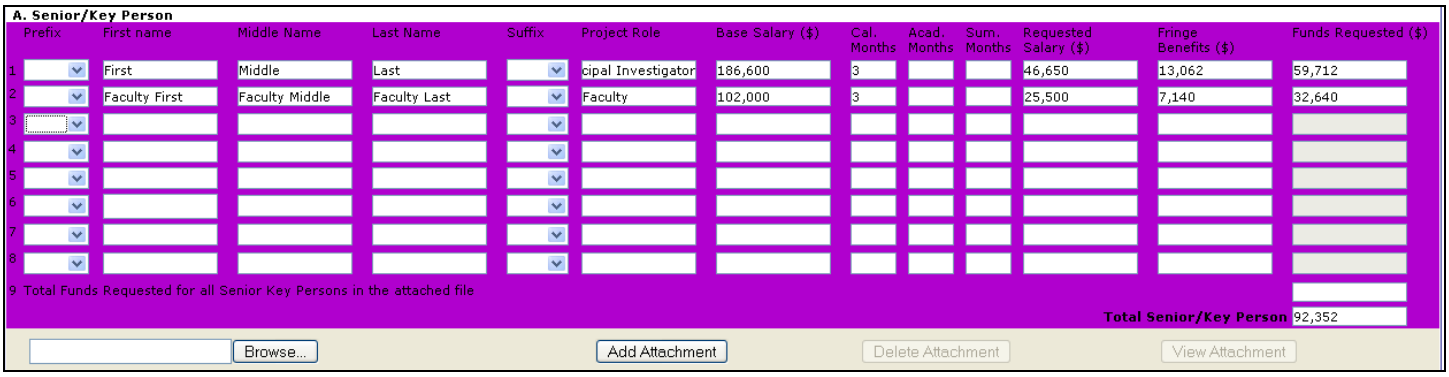
- Auto-Populates with UNMC information
  - Organizational DUNS
  - Name of organization
    - Note: It is important to take this step prior to completing Period 1 or
      - Copy data function will not work these fields
      - Data will need to be hand entered
- Click Project to select this type of budget
- Enter Start and End dates of first budget period (year 1)
  - Format mm/dd/yyyy



- You may use calendar pop up to choose dates

Note: For ease of completing the detailed budget, complete the internal budget and then copy appropriate information into the R&R Detailed Budget

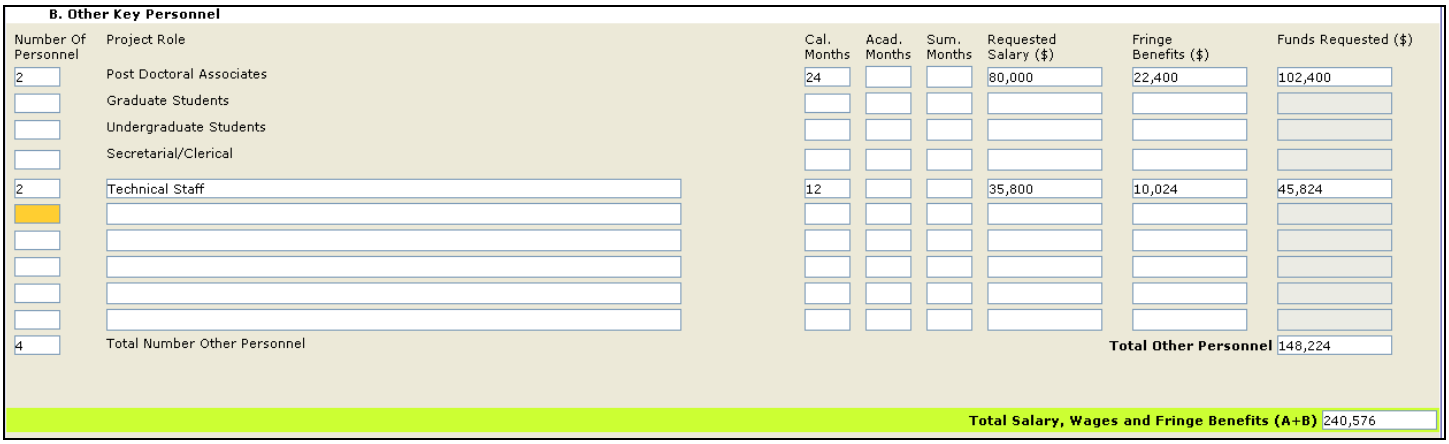
Section A - Detailed Budget


A. Senior/Key Person
Prefix First name Middle Name Last Name Suffix Project Role Base Salary ($) Cal. Months Acad. Months Sum. Months Requested Salary ($) Fringe Benefits ($) Funds Requested ($)
1 First Middle Last cipal Investigator 186,600 3 46,650 13,062 59,712
2 Faculty First Faculty Middle Faculty Last Faculty 102,000 3 25,500 7,140 32,640
3
4
5
6
7
8
9 Total Funds Requested for all Senior Key Persons in the attached file
Total Senior/Key Person 92,352
Browse...
Add Attachment
Delete Attachment
View Attachment

- Senior Key Person
  - PI name information populated
  - Other Key Personnel must be entered
- Complete roles
  - Match role from Key Personnel Page. Note: PI's project role must be designated as "PD/PI" on the detailed budget.
- Complete base salary
  - Calculated on UNMC's internal budget
- Convert % effort to calendar months
  - Calculation assistance can be found at http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls
- Complete requested salary
  - Calculated on UNMC's internal budget
- Complete fringe benefits
  - Calculated on UNMC's internal budget
- Auto-calculates funds requested
  - Note: If there are more than 8 senior key personnel
    - Add attachments containing all of the salary information requested in the form

above for each person above 8
- Complete Line 9 with the total of the salary and benefits requested for those above 8 senior key personnel

Section B – Other key personnel



B. Other Key Personnel

Number Of Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
2	Post Doctoral Associates	24			80,000	22,400	102,400
	Graduate Students						
	Undergraduate Students						
	Secretarial/Clerical						
2	Technical Staff	12			35,800	10,024	45,824
4	Total Number Other Personnel					Total Other Personnel	148,224

Total Salary, Wages and Fringe Benefits (A+B) 240,576

- Post docs
  - Enter number of personnel
  - Do not enter 0 if category does not apply – leave blank
  - Total calendar months for all personnel in category
    - e.g. 2 post docs working 100 percent effort each (12 Calendar months) = 24 calendar months in the forms
  - Enter total requested salary
    - e.g. Each post doc makes $40,000 per – added together $80,000
    - Calculated on UNMC's internal budget
  - Complete fringe benefits
    - Calculated on UNMC's internal budget
- Grad students
  - Enter same as section above
- Undergrad students
  - Enter same as section above
- Secretarial/Clerical
  - Enter only if you have received a major projects designation from SPA
    - Contact your RA to discuss a major projects designations
- Other
  - Enter as groups or as individuals
    - Group examples
      - Technical Staff
      - Statistical Staff
      - Nurse Coordinators
    - Complete as above for multiple staff in groups
      - Enter number of personnel
      - Total calendar months for all personnel in category
        - Add calendar months together
        - e.g. 2 technicians 1 making an annual salary of $40,000 and working

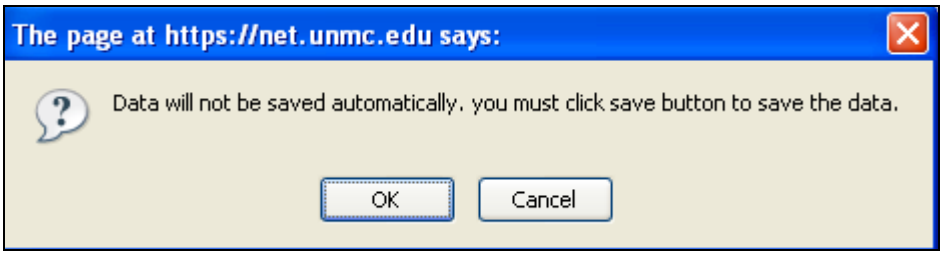
40% effort and a second making an annual salary of $33,000 and working 60% percent effort – total calendar months = 12 and total salary = $35,800 and total benefits = $10,024

- Enter total requested salary
  - e.g. Each technical staff makes a different salary – added together $35,800
  - Calculated on UNMC's internal budget
- Complete fringe benefits
  - E.g. Each technical staff benefits calculated = $10,024
  - Calculated on UNMC's internal budget

SAVE

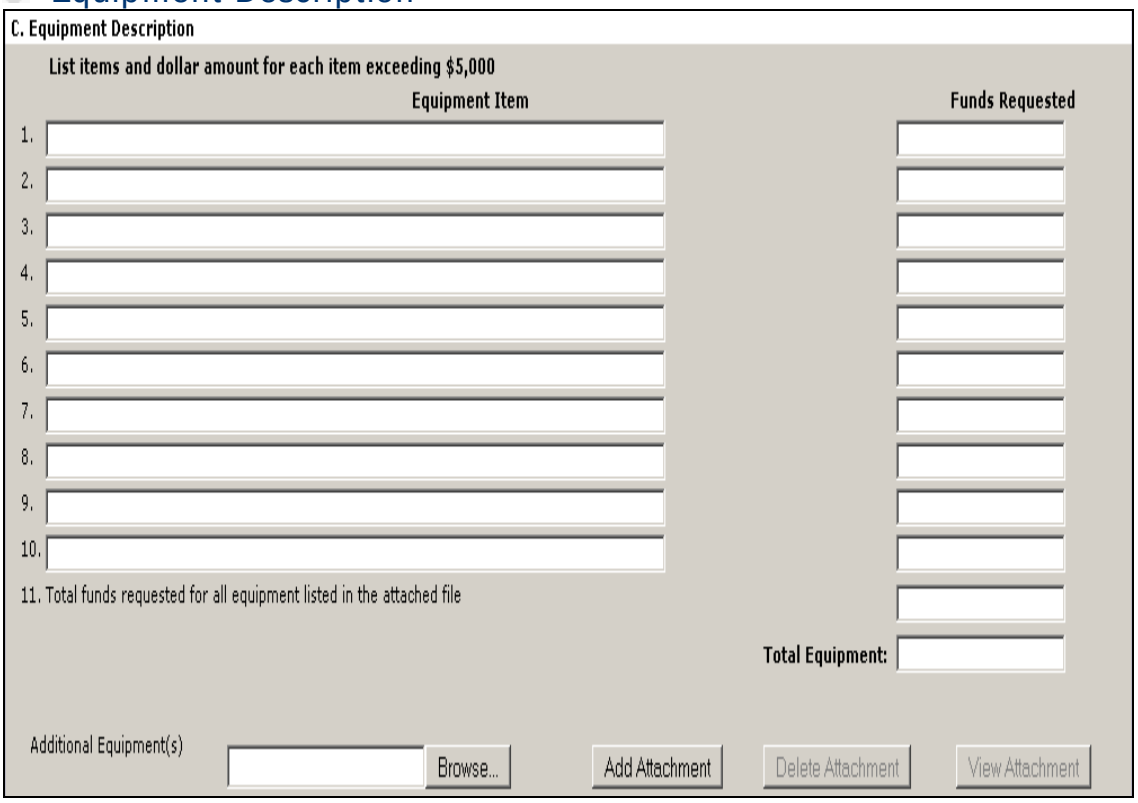
- Click the SAVE button
- All information will be lost if you fail to SAVE before moving to a different page.

Page 2


The page at https://net.unmc.edu says:
Data will not be saved automatically. you must click save button to save the data.
OK
Cancel

Section C – Equipment

- Equipment Description

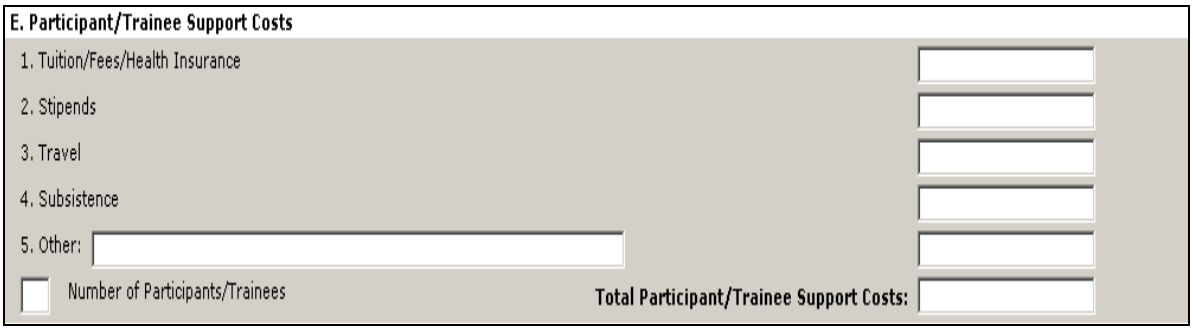


- Enter a description of the equipment item
- Use $5,000 or greater as the guide for categorizing as equipment
- Note: If there are more than 10 Equipment Items
  - Add attachment containing all of the description and cost information requested in the form above for each piece of equipment above 10
  - Complete Line 11 with the total costs requested for those pieces of equipment greater than 10

Section D – Travel

- NIH
  - No restrictions or tracking categories of travel funds
  - Enter all travel funds in section 1 (Domestic Travel Costs)
    - Utilize funds as appropriate for your research
- Other Federal Sponsors
  - Determine restrictions from guidelines and terms/conditions of awards

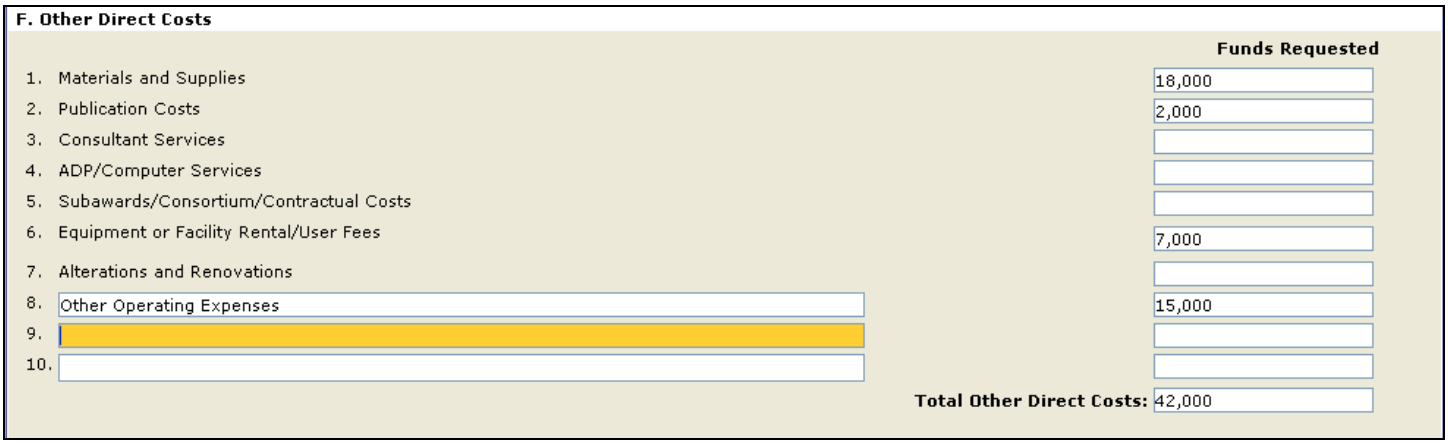
Section E – Participant / Trainee Cost



- NIH
  - Do not enter any data in these fields
  - Section E is not utilized
  - Institutional Training Grants may utilize this section in the future
- Other Federal Sponsors
  - Determine use from guidelines

Page 3

Section F – Other Direct Costs

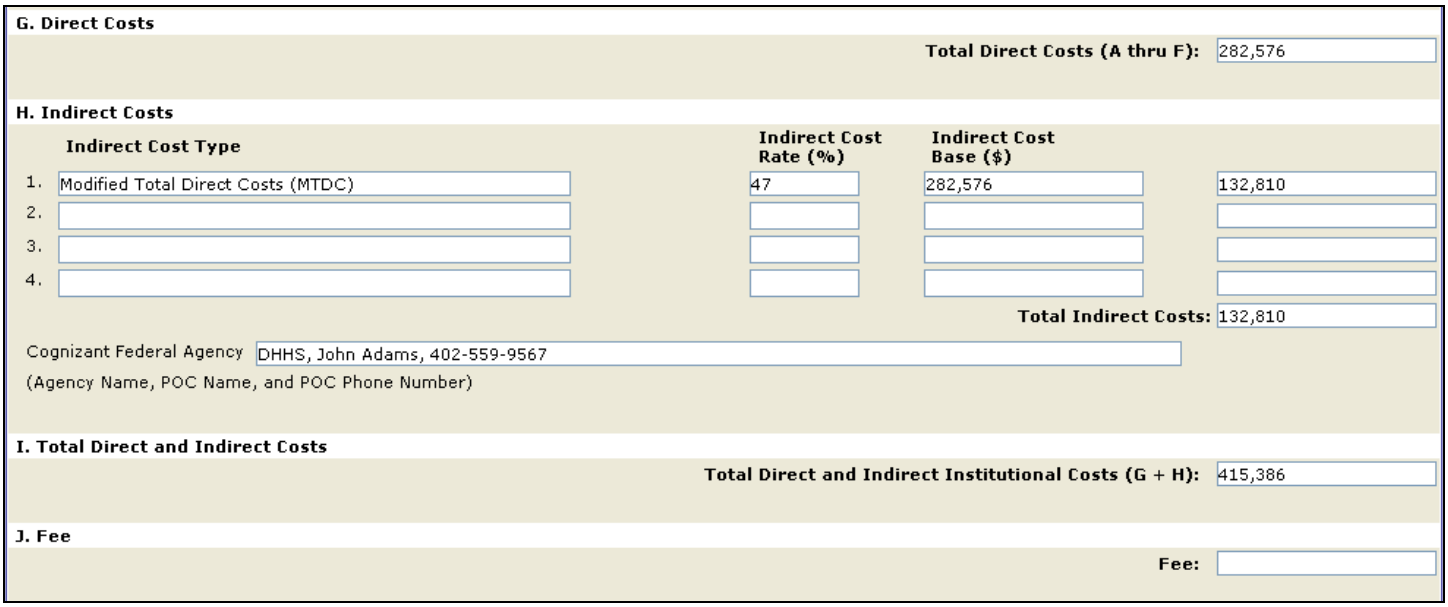


F. Other Direct Costs

		Funds Requested
1.	Materials and Supplies	18,000
2.	Publication Costs	2,000
3.	Consultant Services	
4.	ADP/Computer Services	
5.	Subawards/Consortium/Contractual Costs	
6.	Equipment or Facility Rental/User Fees	7,000
7.	Alterations and Renovations	
8.	Other Operating Expenses	15,000
9.		
10.		
	Total Other Direct Costs:	42,000

- Supplies
  - Calculated on UNMC's Internal Budget
- Publication Costs
  - Must be separated from Operating Expenses on UNMC's Internal Budget
- Consultant Services
  - Calculated on UNMC's Internal Budget
- ADP/Computer Services
  - Enter only if you have received a major projects designation from SPA
  - Contact your RA to discuss a major projects designations
- Subaward/Consortium/Contractual Costs
  - Total costs of the subcontract (Direct + Indirect Costs)
- Equipment or Facility Rental/User Fees
  - Enter only if you have received a major projects designation from SPA
  - Contact your RA to discuss a major projects designations
- Alterations and Renovations
  - Enter only if you have received a major projects designation from SPA
  - Contact your RA to discuss a major projects designations
- Other
  - Group into categories
    - Other operating expenses
      - e.g. Animal care costs, service agreements

Section G – Direct Costs



G. Direct Costs

Total Direct Costs (A thru F):	282,576

H. Indirect Costs

	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	
1.	Modified Total Direct Costs (MTDC)	47	282,576	132,810
2.				
3.				
4.				
			Total Indirect Costs:	132,810

Cognizant Federal Agency: DHHS, John Adams, 402-559-9567
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs

Total Direct and Indirect Institutional Costs (G + H):	415,386

J. Fee

Fee:	

- Auto-calculated field

Section H – Indirect Costs

- Section 1
  - Indirect Cost Type
    - Enter Modified Total Direct Costs (MTDC)
  - Indirect Cost Rate (%)
    - Enter appropriate rate
      - 47% for on campus research
      - 26% for off-campus research (e.g. location is VA hospital)
      - 26% for other sponsored projects
  - Indirect Cost Base ($)
    - Enter calculated modified base
    - Calculated on internal budget
      - Subtract from Total Direct Costs
        - Equipment
        - Patient Care Costs
        - Tuition and Fees, Fellowships
        - Amount of Subcontract greater than $25,000 for entire cycle of project

*Note: SPAdmin recommends completing the UNMC Internal Budget Forms before completing the RAMS budget sections. MTDC and F&A Basis can be found on the internal budgets here:

MTDC	Year 1 Budget
517000 Salaries	154,069
519000 Benefits	43,139
520000 Operating	31,600
526000 Consultants	
526004 Subcontracts	
52XXX Exempt	
530000 Supplies	51,268
540000 Travel	2,500
550000 Equipment	
560000 Gov't Aid	
Total Direct Costs	282,576
Less: F&A Exempt	
Subcontracts > $25k	-
Exempt	
Capital Equipment	-
Gov't Aid	
F&A Basis	282,576
F&A Rate	47.00%
F&A Costs	132,811
Grand Total	415,387

Funds Requested
- Auto-calculated based on rate and base

- Section 2-4
  - Not applicable to UNMC at this time
- Total Indirect Costs
  - Auto-calculates
- Cognizant Agency
  - Enter DHHS, John Adams, 402-559-9567
- SPA is working with RAMS to pre-populate this redundant information

Section I – Total Direct and Indirect Costs

- Auto-calculated field

Section J – Fee

- Not utilized by UNMC
- For submissions on behalf of a small business, do not use grantsERA (RAMS) (SBIR/STTR)
  - UNMC is not the applicant but system submission is based on UNMC DUNS number
  - Utilize PureEdge forms that are specific to the SBIR/STTR program announcement

Page 4

Summary page

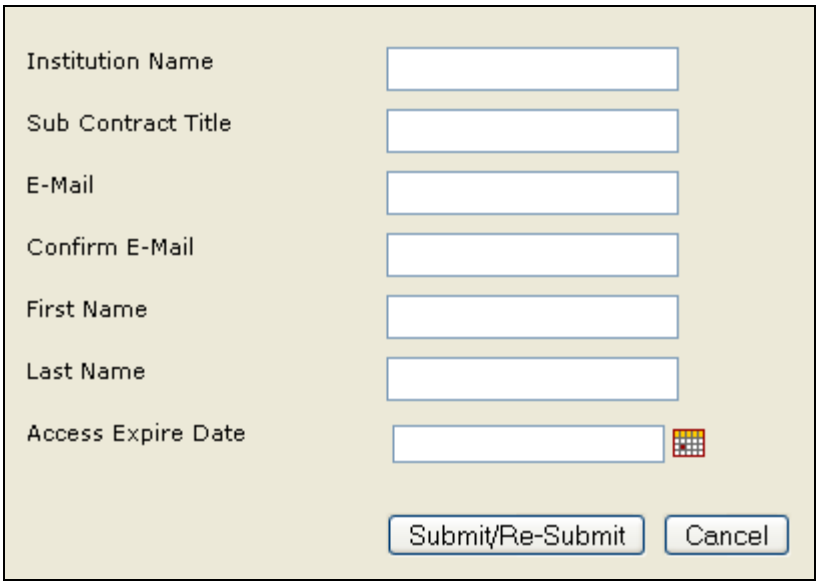
Page 1 | Page 2 | Page 3 | Page 4

RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET

		Total($)
Section A, Senior/Key Person		92,352
Section B, Other Personnel		148,224
Total Number Other Personnel	4	
Total Salary, Wages and Fringe Benefits (A+B)		240,576
Section C, Equipment		0
Section D, Travel		0
1. Domestic	0	
2. Foreign	0	
Section E, Participant/Trainee Support Costs		0
1. Tuition/Fees/Health Insurance	0	
2. Stipends	0	
3. Travel	0	
4. Subsistence	0	
5. Other	0	
6. Number of Participants/Trainees	0	
Section F, Other Direct Costs		0
1. Materials and Supplies	0	
2. Publication Costs	0	
3. Consultant Services	0	
4. ADP/Computer Services	0	
5. Subawards/Consortium/Contractual Costs	0	
6. Equipment or Facility Rental/User Fees	0	
7. Alterations and Renovations	0	
8. Other 1	0	
9. Other 2	0	
10. Other 3	0	
Section G, Direct Costs (A thru F)		240,576
Section H, Indirect Costs		0
Section I, Total Direct and Indirect Costs (G + H)		240,576

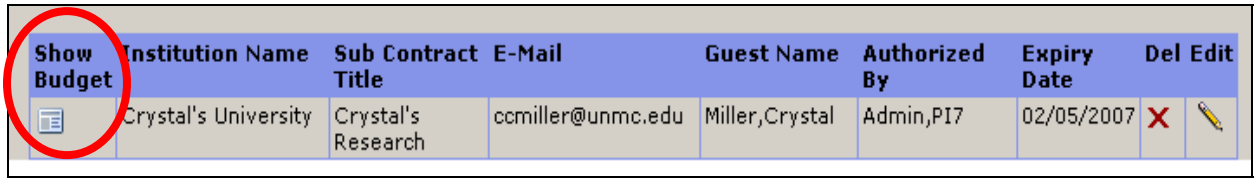
- Auto fills all categories
- Cannot modify the figures on this page. Adjustments must be made within the individual budget periods.

R&R Subaward Budget



- Enter information in the form
  - Complete a separate form for each subcontractor
  - May send to Subcontractor Principal Investigator or Subcontractor Sponsored Programs Office
  - Access Expire Date = Amount of time secure link will give Subcontractor access to their budget within grantsERA (RAMS)
- Click Submit/Re-Submit
  - Sends and email with secure link to each subcontractor
- Secure link into grantsERA (RAMS) is sent to subcontractor
  - Collect budget information, intent to form a subcontract and work scope
    - Intent to form a subcontract and work scope can be uploaded with budget justification

Verification of Email and Review of Budget



Show Budget	Institution Name	Sub Contract Title	E-Mail	Guest Name	Authorized By	Expiry Date	Del	Edit
	Crystal's University	Crystal's Research	ccmiller@unmc.edu	Miller,Crystal	Admin,PI7	02/05/2007		

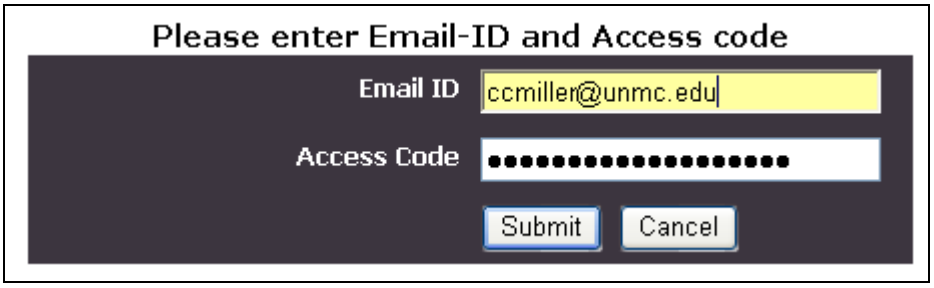
- Entry appears for each subcontractor when email has been sent
- Click “Show Budget” to review and modify subcontractor’s budget
  - Do not modify base salaries when adjusting subcontractor’s budget
  - Adjust effort and adjust category amounts if necessary

Subcontractor Perspective

- Subcontractor receives email

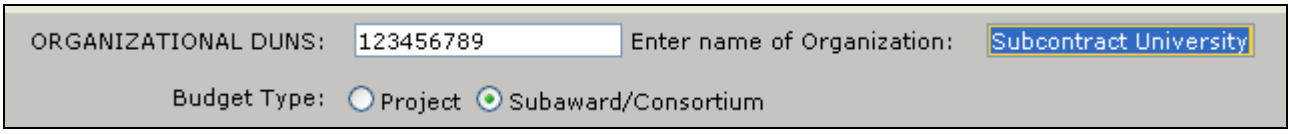
Dear Miller ,Crystal,
Sub Award Access granted
Your Access Code:20071617515_906006
Please click on below link
https://apsr4.unmc.edu/grantseratest/SECURE/Proposals/SubAwardBudgetAccess.aspx?id=10

- Email is from spadmin@unmc.edu
  - May want to contact subcontractor, so they know who the email is from
  - SPA is working on this email language to ensure the subcontractor understands the actions they are to take



- Subcontractor
  - Enter their email
  - Secure access code from the email

Subcontractor Budget

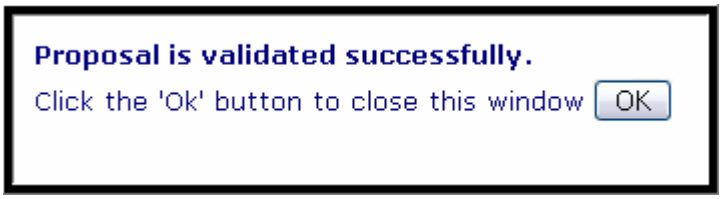


- Organizational DUNS
  - Must be provided by subcontractor
    - Universities will have their own DUNS #
    - Other organizations may not have
      - Enter 9 zeros if subcontract organization does not have a DUNS number

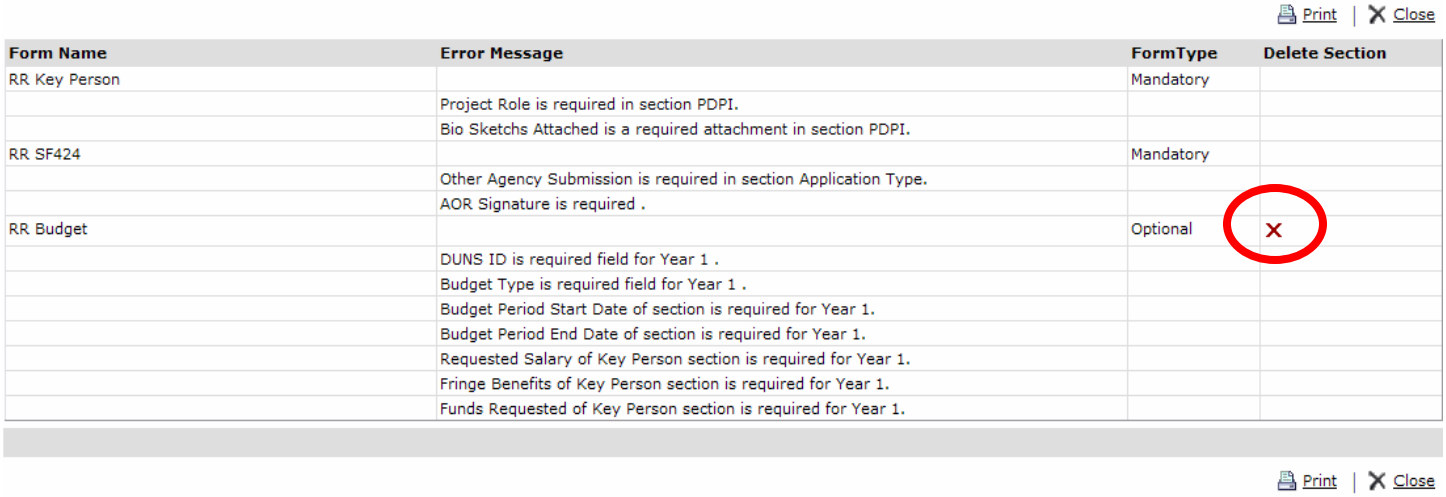
Validating Your Application

- Once you have completed the application, click the validation button at the top of the screen. Validating the application detects missing information within the forms, but does not check for all missing attachments!

- After the RAMS system has completed the validation process you will see a new browser window appear on the screen:

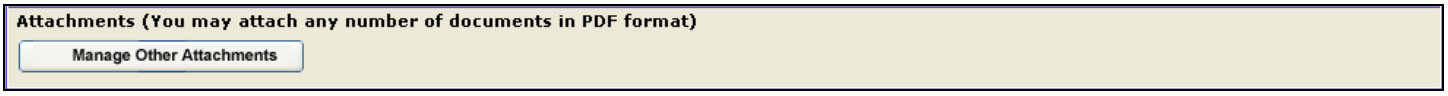


- If the application is in need of additional information you will see this browser window appear on the screen:


Print | Close
Form Name
Error Message
FormType
Delete Section
RR Key Person
Mandatory
Project Role is required in section PDPI.
Bio Sketchs Attached is a required attachment in section PDPI.
RR SF424
Mandatory
Other Agency Submission is required in section Application Type.
AOR Signature is required .
RR Budget
Optional
DUNS ID is required field for Year 1 .
Budget Type is required field for Year 1 .
Budget Period Start Date of section is required for Year 1.
Budget Period End Date of section is required for Year 1.
Requested Salary of Key Person section is required for Year 1.
Fringe Benefits of Key Person section is required for Year 1.
Funds Requested of Key Person section is required for Year 1.
Print | Close

  - To correct these items, go to the appropriate section and insert the information and repeat the validation process again to ensure the item has been corrected
  - If the user is submitting an application with a modular budget, the RR Budget section can be deleted by clicking the red “X” circled above.

Routing

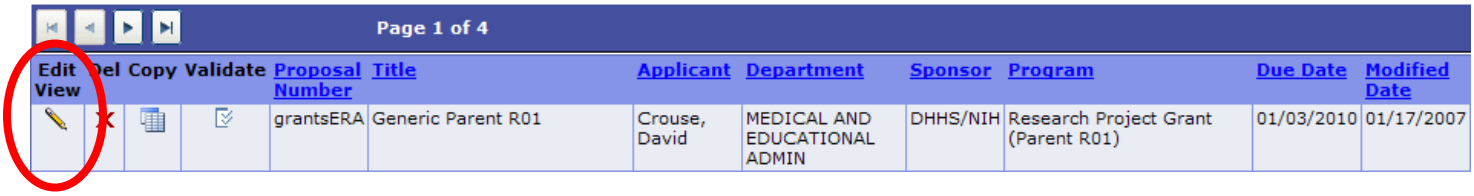


- At this time ignore body routing form – it is in read only format
- Click “Manage Other Attachments” button
  - Attach Internal Routing Form and Budget form as an Excel File
  - Attach Internal Disclosure form as a word processing, or .pdf document

- Attach other internal documents as necessary
  - F&A Waiver
  - Major Projects designation
- Route hard copies for signature to appropriate campus personnel
- Route signed hard copies of internal documents to SPA

Navigating a Previously Started Application

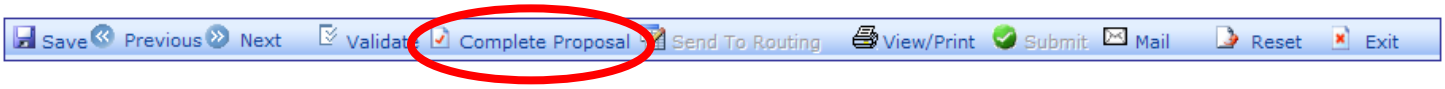
- Upon logging into the grantsERA system via RSS, the user will see the list of application(s) that have been created for that user.



  - Click on the "Edit View" icon to open the application. A new browser will be opened with all of the information that was previously entered into the proposal.
  - The user can navigate the application with the tools described previously in this guide.

Viewing Your Application

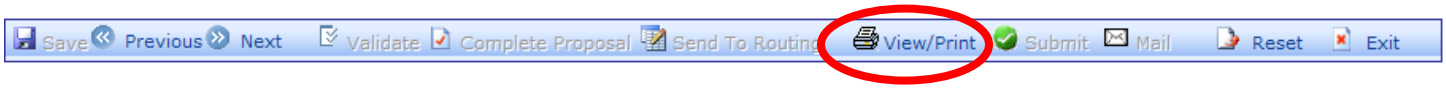
- After the application has been validated, click the "Complete Proposal" option at the top of the application:



- When the proposal has been changed to complete, a new window will appear with the following message:

  - If corrections need to be made after the proposal has been set to "Complete" please contact your designated Research Administrator to set the proposal back to "In Progress"

- RAMS will then update the application in the system and one can select the "View/Print" option at the top of the application:

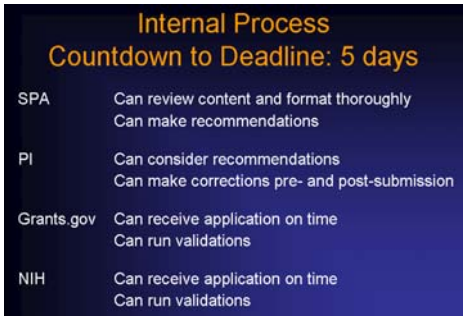


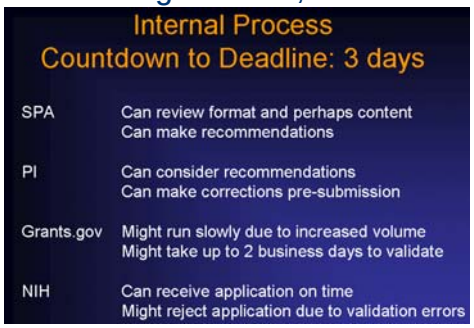
- Once the “View/Print” option has been selected, a new browser window will open, and one can generate the PDF of the application by accessing the “Click Here” link:

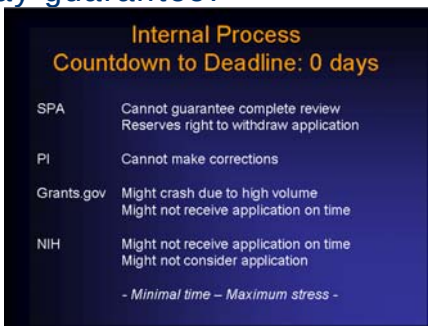
  - A PDF version of the completed application will then be downloaded to the user’s desktop. It can be opened and printed off so that the user can see a complete copy of the proposal

Submission

- Please be mindful of Sponsored Programs’ 5, 3 and 1 day guarantee:







- After the proposal has been validated, designated as complete and found to comply with the sponsor’s program guidelines, Sponsored Programs Administration will submit and monitor the proposal through the Grants.gov and the Federal sponsor’s system
- Please ensure that Sponsored Programs has received the hard copies of the Routing Form, Internal Budgets, Disclosure of Interests, PI Assurance, Major Projects Form (if required), and F&A Waiver (if required)

Questions / Troubleshooting

- Direct questions to the RA assigned to your department from Sponsored Programs Administration
- If you are receiving error messages, send a description and/or screen shots (press the “Print Screen” buttons on your keyboard, and then “Paste” into an email) to Crystal Miller and we will work to quickly resolve the issues

Warnings vs. Errors

- Once your application has passed Grants.gov verification, it is retrieved by the NIH Commons
- The PI can log into the Commons, and find that their application possesses errors, warnings or both
- Errors are items that must be corrected in order for the application to be proccessed and assigned to a study section

- Warnings do not require any action, but are items that the PI may want to keep in mind for future submissions.

Examples are provided below:

- Errors
  - As per the NIH Electronic Submissions website here is a list of the most common errors:

Avoiding Common Errors

- Do not submit both modular and detailed budgets
- Missing Commons User ID
- PDF Issues
- Start date for first budget year must be same as start date for proposed project start date
- Total Cost Does Not Equal Direct and Indirect Costs
- Missing DUNS number in the eRA Commons Institutional Profile
- Missing PI/PD info on Detailed Budget Page
- Fee exceeds 7 percent of total direct and indirect costs
- Fee entered in null area for subaward/consortium budgets
- The state code for US or Canada is invalid
- Foreign application indicator must be yes

Examples

- PDF Issues

eSubmission Errors/Warning

The 8708-Budget Justification.doc attachment is not in PDF format, or the filename is invalid. All attachments must be provided to NIH in PDF format, filenames must be included with no spaces or special characters, and a .pdf extension must be used.- Error

The 4272-R13 conference plan.doc attachment is not in PDF format, or the filename is invalid. All attachments must be provided to NIH in PDF format, filenames must be included with no spaces or special characters, and a .pdf extension must be used.- Error

The 357-R13 summary.doc attachment is not in PDF format, or the filename is invalid. All attachments must be provided to NIH in PDF format, filenames must be included with no spaces or special characters, and a .pdf extension must be used.- Error

The 5565-Project Narrative.doc attachment is not in PDF format, or the filename is invalid. All attachments must be provided to NIH in PDF format, filenames must be included with no spaces or special characters, and a .pdf extension must be used.- Error

  - Start date for first budget year must be same as start date for proposed project start date

For new applications and resubmissions, the start date for the first budget year on the 424 RR Budget page must be the same as the proposed project start date listed on the SF 424 RR Cover page.- Error

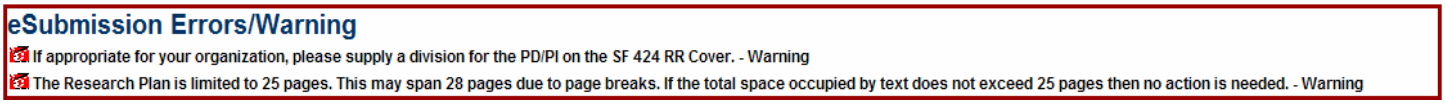
- Warnings
  - These items do not require any action, but are important for future submissions!

eSubmission Errors/Warning

The PD/PI position/title, Assoc Professor, listed on the SF 424 RR Cover, does not match those listed on the eRA Commons account: null. The grant image will display the position/title as submitted here. If the position/title on the eRA Commons account is not current, please update it in the eRA Commons by editing the appropriate employment record in the PIs Personal Profile. - Warning

  - PIs now have the ability to delegate to any commons-registered individual with an ASST role the ability to view the status of electronically submitted applications. This new menu choice is found in *Admin/Account/Delegate Status*. Once in the *Delegate Status* screen, users will see a list of all the individuals registered with the ASST role and can manage the ability to “Delegate” and “Remove” delegation

for those individuals. Once this delegation has been granted, the individual with the delegated authority will be able to view and access the list of applications associated with the PI. Individuals can have this authority delegated to them by more than one PI. Please note, that the view these delegated individuals now has is equivalent to that of a signing official (SO View) and as such does not include access to confidential information; e.g., summary statements and priority scores.


eSubmission Errors/Warning
If appropriate for your organization, please supply a division for the PD/PI on the SF 424 RR Cover. - Warning
The Research Plan is limited to 25 pages. This may span 28 pages due to page breaks. If the total space occupied by text does not exceed 25 pages then no action is needed. - Warning

*Note: UNMC does not use "divisions" so this warning will be a common occurrence.

Coming Soon:

- Electronic routing process, Budget Forms
- Utilizing RAMS for additional sponsors